



## PR/119467 | Japanese Interpreter & Secretary (N2+)

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントタイランド

#### 求人ID

1586612

#### 業種

その他(メーカー)

#### 雇用形態

正社員

#### 勤務地

タイ

#### 給与

経験考慮の上、応相談

#### 更新日

2026年05月12日 12:01

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

日常会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### Japanese Interpreter & Secretary (N2+)

#### Job Description

- Provide Thai-Japanese interpretation during meetings.
- Translate documents between Thai and Japanese accurately.
- Manage the President's daily schedule and appointments.
- Provide personal and administrative support to the Japanese President, including arranging restaurants, accommodations, and air tickets.
- Coordinate with internal teams and external parties.
- Organize and support visits from business partners and head office representatives.
- Handle work permit and 90-day reporting processes.

- Prepare documents and reports using Microsoft Office (Word, Excel, PowerPoint).

Qualifications

- Bachelor's degree in Japanese or a related field.
- Japanese language proficiency at JLPT N2 level or higher.
- Experience as a Japanese Secretary is an advantage.
- Experience working or studying in Japan is preferred.
- Able to accompany the President on business trips to other provinces.

Salary

- THB 35,000 – 55,000 per month  
(Negotiable, depending on experience and qualifications)

Work Location:  
Samut Prakarn

Working Hours

- Monday to Friday, 08:30 – 17:30
- Saturday work as per company calendar

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明