



PR/120132 | Interpreter (JLPT N3 or Above)

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

1604903

業種

その他

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08月25日 12:00

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

日常会話レベル

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

Interpreter (JLPT N3 or Above)

Working Hours: Monday – Friday, 8:30 AM – 5:45 PM

(Flexible start time between 7:30 AM – 9:30 AM)

Key Responsibilities

- Provide Japanese-Thai interpretation support during meetings, discussions, and business communications.
- Accompany Japanese Sales staff on daily visits to customer sites and provide interpretation support during client meetings.
- Facilitate effective communication between Japanese expatriates and Thai clients.
- Assist Sales staff in preparing reports, presentations, quotations, and other business-related documents.
- Collect, organize, and summarize data required for sales activities and customer management.

- Coordinate with internal departments to ensure smooth communication and business operations.
- Provide administrative support, including scheduling, arranging meetings, and handling general office tasks.
- Support the Administration team with various ad hoc assignments as needed.
- Travel with Sales staff to customer locations using a company car with a driver provided.

Qualifications

- Bachelor's degree in any field.
- JLPT N3 or above with the ability to communicate effectively in Japanese.
- Experience as a Japanese Interpreter in a Japanese company is preferred.
- Strong interpersonal and communication skills.
- Comfortable with daily client visits and frequent work outside the office.
- Able to work independently, handle pressure, and adapt to changing situations.
- Proactive, resilient, and confident personality with a strong sense of responsibility.
- Good organizational and multitasking skills.
- Proficient in Microsoft Office applications.

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