



PR/120423 | JS INTERPRETER

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

1614254

業種

福祉・介護

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09月22日 10:42

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

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

Interpreter (Japanese Speaking)

Location: Bangkok

Key Responsibilities

Communication & Coordination

- Act as the main point of contact between Japanese expatriates and Thai employees.
- Coordinate cross-functional communication and support ongoing projects.
- Follow up on action items and ensure timely alignment among stakeholders.

Interpretation & Translation

- Provide Japanese Thai interpretation during meetings, business discussions, and management sessions.

- Translate business documents, reports, presentations, and internal communications.

Meeting Management

- Attend and support meetings involving Japanese management and local teams.
- Prepare agendas, presentation materials, and meeting documents.
- Record meeting minutes, summarize key outcomes, and track follow-up actions.

Executive & Business Support

- Provide administrative and business support to Japanese expatriates and executives.
- Assist with reporting, presentation preparation, and internal coordination.
- Arrange meetings with clients, business partners, and internal stakeholders.

Client & Sales Support

- Support communication and relationship management with Japanese clients.
- Prepare business correspondence and meeting documentation.
- Assist with sales administration and coordination activities.

Requirement

- Over 5 years of experience as a Japanese Interpreter in Japanese companies
- Proactive, outgoing, and confident in communicating with people across various departments
- Strong interpersonal and stakeholder management skills
- Available to start work between October and November

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