



PR/116033 | GA and Japanese Interpreter

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1504299

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:45

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: GA and Japanese Interpreter

Job Summary:

We are seeking a skilled and versatile Japanese Interpreter to join our client team. The ideal candidate will provide interpretation and translation services, support General Affairs (HR) activities, and perform secretarial duties. This role requires excellent language skills, attention to detail, and the ability to handle multiple tasks efficiently.

Key Responsibilities:

- **Interpretation and Translation:**

- Provide accurate and timely interpretation between Japanese and English during meetings, conferences, and other events.

- Translate documents, emails, and other written materials from Japanese to English and vice versa.

- **General Affairs (HR) Support:**

- Assist in HR-related tasks such as recruitment, onboarding, and employee relations.
- Maintain employee records and ensure compliance with company policies and procedures.
- Support the coordination of training and development programs.

- **Secretarial Duties:**

- Manage schedules, appointments, and travel arrangements for executives.
- Prepare and edit correspondence, reports, and presentations.
- Handle confidential information with discretion and professionalism.

Qualifications:

- Fluency in Japanese (N2-N1) and English (both written and spoken).
- Proven experience in interpretation and translation.
- Bachelor's degree in a related field or equivalent experience.
- Previous experience in a similar role is preferred.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.

Company Description