



## PR/116033 | GA and Japanese Interpreter

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1513265

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 7th, 2025 12:01

### 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.

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Company Description