



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/117290 | Training and Development Manager (Japanese-speaking N2+)

Job Information

Recruiter[JAC Recruitment Thailand](#)**Job ID**

1540450

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 18th, 2025 09:00

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

Job Title: Training and Development Manager (Japanese-speaking N2+)

Working Hour: Monday – Friday 8.30 – 17.30

Location: Bangkok (near BTS)

Salary: To be discussed

Qualifications:

- Bachelor's degree or higher
- Proficiency in Japanese (JLPT N2 or higher)
- Prior experience in Training

Key Responsibilities:

Design and Implement Comprehensive Training Systems

- Develop sales training programs in line with company policies
- Identify and organize essential skills for store operations
- Establish PDCA cycles for training programs and assess their effectiveness

Manual Management

- Create and update operational and training manuals
- Enhance manual content based on field feedback

Plan and Produce Training Videos

- Design and develop training materials
- Coordinate with video production companies to oversee production
- Evaluate and refine training videos

Develop and Implement 1-on-1 Systems (in collaboration with HR)

- Create guidelines for 1-on-1 discussions
- Plan and conduct 1-on-1 training sessions for store and area managers
- Monitor and improve the effectiveness of 1-on-1 sessions

Develop Store Inspection Guidelines

- Establish and regularly review store evaluation criteria
- Standardize store inspection processes
- Develop feedback systems from store evaluations and support improvement initiatives

Develop and Manage Meeting Systems

- Design meeting systems for training-related discussions, such as store and area manager meetings
- Prepare agendas, documents, and support meeting execution
- Standardize meeting content and create effective communication systems

Benefits:

- Health Insurance
- Annual Leave
- Performance/results-based Bonus
- Transportation/ Business Trip Allowance

Company Description