



PR/117339 | Back office Staff (Japanese-speaking JLPT N2 or equivalent)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1542528

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 27th, 2025 10:55

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: Back Office Staff (Japanese-speaking JLPT N2 or equivalent)

Location: Asoke, Bangkok

Company: New set up Entertainment Company

Job Type: Full-time

Working Time: Monday – Friday 9.00 – 18.00

Job Description: As a Back Office Staff member, you will play a crucial role in supporting the day-to-day operations of our company. Your responsibilities will include administrative tasks, coordination, and communication with various departments to ensure smooth and efficient workflow.

Key Responsibilities:

- Perform general administrative duties such as filing, data entry, and document management.

- Coordinate and schedule meetings, appointments, and events.
- Support visa and work permit applications for employees.
- Coordinate accounting documents with outsourced accounting services.
- Interpret and translate in Thai, English, and Japanese language during meetings and documents.
- Communicate effectively with internal and external stakeholders.
- Support HR functions including recruitment, onboarding, and employee relations.
- Manage office supplies and equipment.

Qualifications:

- Proficiency in Japanese (JLPT N2 or equivalent).
- Previous experience in an administrative or back-office role in new-set up company is preferred.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail and problem-solving abilities.

Company Description