



JAC Recruitment

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Thailand

## PR/117541 | Operation Support (Japanese-speaking N3+)

### Job Information

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

1545376

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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: Operation Support (Japanese-speaking N3+)

Workplace Area: Bangkok, near BTS line

Working Hour: Monday – Friday 8.30 – 17.30

Salary: Up to 30,000 THB/month

**Qualifications:**

- Passed JLPT N3 or higher (must have a certificate).
- Open to new graduates, no age limit.
- Can-do attitude.
- Ability to continuously improve and streamline work.
- Attention to detail.
- Proficient in MS Office.
- Good communication and coordination skills.

- Flexible, open to feedback, team player, and adaptable.
- Able to work using the "HOURENSO" method (report, contact, consult).
- Willing to travel to branches or other provinces.

Job Description:

- Order and coordinate delivery and repair of equipment.
- Manage platforms like Line Man and Grab, including updating menus, names, and prices.
- Translate documents or act as an interpreter (if applicable).
- Procure and purchase various supplies for the store.
- Communicate information from the center to branches.
- Receive and address issues reported from stores.
- Create and manage branch calendars and notify branches of necessary schedules.
- Coordinate with suppliers for fuel purchases.
- Inspect centers before opening new branches and support branches as needed.
- Support team tasks and other duties as assigned.

Benefits:

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

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Company Description