



JAC Recruitment

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Thailand



PR/117225 | Japanese Speaking Business Process Officer

Job Information

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

1549131

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:04

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

Japanese Speaking Business Process Officer

Location: Wattana, Bangkok

Industry: Financial Services / Sales Operations

Employment Type: Full-time

About the Role

Our client, a leading company in the financial services sector, is seeking a Japanese Speaking Officer to join their Control Management Department. This role is pivotal in supporting and overseeing the smooth operation of the sales department, which includes credit assessment, customer service, and debt collection.

You will be responsible for planning and executing projects that enhance operational efficiency, improve workflow processes, and foster team development. This includes organizing activities that promote interdepartmental collaboration and employee engagement.

Key Responsibilities

- Support and control the operations of the sales department to ensure smooth workflow.
- Plan and implement initiatives to improve work efficiency and process optimization.
- Develop and train sales department personnel to enhance their skills and knowledge.
- Organize internal activities to strengthen interdepartmental relationships.
- Collaborate with various teams to identify and resolve operational challenges.

Qualifications

- Proficiency in Japanese with JLPT N2 or above.
- Strong communication and coordination skills.
- Basic knowledge of SQL is a plus.
- Experience in project planning or operational support is preferred.
- Ability to work independently and as part of a team.

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A dynamic and supportive work environment.

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY". We look forward to hearing from you!

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description