



PR/117838 | Business Coordinator (Japanese Speaking N2+) - Bangkok

Job Information

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

1554672

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:23

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

We're Hiring: Japanese Speaking Business Coordinator

Location: Silom, Bangkok

Language Requirement: Japanese (Business Level – JLPT N2 or above)

Are you fluent in Japanese and passionate about supporting international business operations? Our client, a leading consulting firm, is seeking a Japanese Speaking Professional Coordinator to join their team in Bangkok.

About the Role:

This position plays a vital role in bridging communication between Japanese clients and Thai operational teams. You'll be supporting Japanese companies in their expansion into Thailand, offering expert coordination across a wide range of business services.

Key Responsibilities:

- Act as a liaison between Japanese clients and Thai staff to ensure smooth project execution.

- Support clients with:
 - Company establishment and registration
 - Investment incentives and business licensing
 - Visa and work permit processes
- Coordinate outsourced services including:
 - Accounting and tax filing
 - Financial reporting and audit support
 - M&A and transfer pricing compliance
 - Advisory on accounting and tax matters

Qualifications:

- Japanese language proficiency at business level (JLPT N2 or above)
- Strong interpersonal and coordination skills
- Experience in consulting, accounting, or business support is a plus
- Ability to work effectively in a multicultural environment

Why Apply?

- Work with a reputable consulting firm
- Gain exposure to cross-border business operations
- Excellent career development opportunities

How to Apply:

Click APPLY and submit your updated resume to be considered for this exciting opportunity.

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

Company Description