JAC Recruitment

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JAC Recruitment Thailand

PR/118008 | IT Support & Graphic Design

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1556840

Industry
Healthcare, Nursing

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
September 16th, 2025 09:01

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

PLEASE SUBMIT YOUR **PORTFOLIO** WITH YOUR RESUME

Working days: Monday to Friday - 8:30 AM to 5.30 PM

Overview:
Our partner company is looking for a versatile team member to manage their company website, create engaging content, and support internal digital operations. You'll work closely with three Japanese executives and collaborate across departments to ensure smooth digital communication and system functionality.

Key Responsibilities:

- Support internal teams with data updates and basic IT troubleshooting

- Develop and maintain internal applications.

- Assist with basic PC setup and coordinate with external IT support.

- Manage and update the company website.

- Analyze website traffic using Google Analytics and share insights with the Sales team

- Create and design content for social media (Facebook, TikTok, website)

- Design marketing materials (brochures, stickers, banners)

- Maintain document templates and internal cloud-based resources

- Format reports, presentations, and proposals for clarity and visual appeal

- Monitor and optimize Google Ads performance

Qualifications:

- Experienced and basic knowledge in website management.

- Basic IT troubleshooting skills

- Strong design skills for both digital and print media

- Familiarity with Google Analytics and Google Ads

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

Company Description