



PR/118046 | Consultant Coordinator (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1559102

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 08:01

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities:

- Collaborate closely with Japanese consultants to provide end-to-end support for new company setups.
- Manage processes related to BOI applications, company registration, visa issuance, and work permit acquisition.
- Represent clients in visits to the Ministry of Commerce and other relevant government agencies.
- Research and stay updated on regulatory changes and procedural requirements.
- Liaise with government officials to clarify and facilitate application processes.
- Simultaneously manage support for 5–6 clients, ensuring timely and accurate service delivery

Qualifications:

- Bachelor's degree in Business Administration, Law, International Relations, or a related field.
- Minimum 2 years of experience in BOI, visa/work permit processing, company registration, or related government liaison work.
- Proficiency in Japanese at JLPT N2 or N3 level is required.
- Strong communication skills in Thai and English.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Professional demeanor and confidence in dealing with government authorities.

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Company Description