



PR/118207 | Admin Officer (Japanese-speaking N3+), Fresh graduate are welcome

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1560860

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 11:30

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

Admin (Japanese-speaking N3+)

Workplace Area: Bangkok , Able to access from BTS

Working Hour: Monday – Friday 8.30 – 17.30

Salary: 28,000 - 30,000 THB/month

Qualifications:

- Passed JLPT N3 or higher (must have a certificate).
- Open to new graduates
- 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.

- 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

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