



PR/118224 | Admin, Japan desk coordinator– Manufacturing (JLPT N2 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1561551

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 17th, 2026 07:00

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, Japan desk coordinator– Manufacturing

Location: Jatujak, Bangkok

Reporting to: Managing Director

Industry: Design, construction, operation and maintenance of domestic and industrial wastewater treatment facilities, as well as the manufacturing and sales of septic tanks.

Key Responsibilities

- Coordinate recruitment activities between Japan HQ and Thailand office.
- Prepare and submit reports to the Japan head office, including summaries of local operations and updates.
- Support business travelers from Japan, including logistics and scheduling.
- Handle ad hoc requests from MD in Thailand with professionalism and discretion.
- Act as a liaison between Japan HQ, MD, and the Thai local team to ensure smooth communication and execution of

tasks.

- Translate and interpret documents and meetings between Japanese and Thai staff, serving as a cultural and linguistic bridge.
- Organize and refine local staff outputs into formal reports and presentations for Japan HQ.

Qualifications

- JLPT N2 or higher proficiency in Japanese (spoken and written).
- Bachelor's degree in a relevant field.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational skills and attention to detail.
- Strong communication skills and ability to work independently.
- High level of integrity and ability to handle confidential information.

Working Conditions & Benefits

- Work Days: Monday to Friday and Alternative Saturday 8.00 – 17.00
- Salary: THB 40,000–70,000/month (negotiable based on experience)

Benefits:

- Social Security
- Health Insurance
- Annual Leave

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