



PR/118046 | Consultant Coordinator (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1561585

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 11:02

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.

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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Company Description