



PR/118212 | Japanese Speaking Strategy Planning

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1562426

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 03:00

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

Japanese Speaking Strategy Planning Executive

Location: Samrong, Samut Prakarn (BTS accessibility)

Industry: Manufacturing

About the Role

Our client, a leading organization in vehicle manufacturing, is currently seeking a Japanese Speaking Strategy Planning Executive to support their growing operations in Thailand. This is a fantastic opportunity for candidates with a background in administration, secretarial work, or Japanese-speaking roles who are ready to step into a more strategic position.

Key Responsibilities

- Assist in strategic planning and coordination across departments.
- Prepare and manage reports, presentations, and internal documentation.
- Act as a liaison between Japanese stakeholders and local teams.
- Provide administrative and secretarial support to the Strategy Planning team.
- Translate and interpret Japanese documents and communications.

Candidate Requirements

- Minimum 2 years of experience in admin, secretary, or Japanese-speaking roles.
- Japanese language proficiency at JLPT N2 or above.
- Strong communication and organizational skills.
- Ability to work in a fast-paced, multicultural environment.
- Proficiency in MS Office (Excel, PowerPoint, Word).

Benefits

- Competitive salary and benefits package.
- Career development opportunities in strategic planning.
- Exposure to international business environments.

How to apply:

Interested candidates, please click "APPLY" to submit your CV.

only shortlisted candidates will be contacted.

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