



## 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**

December 30th, 2025 14:00

### 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