



## PR/118838 | Japanese Coordinator (JLPT N3 or above)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1572837

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 20th, 2026 10:20

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Position: Japanese Coordinator

Language Requirement: Japanese-speaking (JLPT N3 or above)

Experience Required: Administrative experience in VISA, Work Permit, or new company setup

Location: Bangkok

Working Hours: Monday – Friday 8.30 – 17.00

Salary: 32,000 – 35,000

### Responsibilities

- Support Japanese consultants in handling various tasks related to newly established companies.
- Coordinate and assist with BOI, company registration, VISA, and Work Permit (WP) procedures.
- Visit the Ministry of Commerce several times per month to process required documents and applications.
- Research and stay updated on new procedures, regulations, and processes related to corporate setup and government compliance.

- Communicate with government officers regarding application procedures, requirements, and document clarification.
- Manage and support 5–6 clients simultaneously, ensuring smooth coordination and timely follow-up on all assigned tasks.

#### Qualifications

- JLPT N3 or above in Japanese (or equivalent proficiency).
- Experience in administrative work, especially in VISA, WP, or new company setup procedures.
- Good communication and coordination skills.
- Ability to multitask and manage several clients at the same time.
- Detail-oriented with strong problem-solving skills.

**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