



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.

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Company Description