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JAC Recruitment Thailand

PR/118745 | Japanese Speaking Project Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1575530

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 17th, 2026 03:00

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

Japanese Speaking Project Coordinator (JLPT N2 or Equivalent)

Industry: Technology

Location: Bangkok

Employment Type: Full-time

Our client, a rapidly growing company in the technology sector, is seeking an experienced Japanese Speaking Project Coordinator to support cross-functional projects and customer engagement. The ideal candidate will have previous experience in sales, sales coordination, or project coordination, preferably within a tech-driven environment.

Key Responsibilities

- Coordinate ongoing projects between internal technical teams, Japanese customers, and external partners.
- Support sales and account management with quotations, project timelines, order tracking, and customer communication.

- Serve as the main liaison for Japanese-speaking stakeholders, handling emails, calls, and meetings.
- Prepare concise project updates, presentations, and reports in Japanese and English.
- Monitor project progress and highlight risks, delays, or required actions.
- Assist in organizing product demos, technical discussions, and customer visits.

Qualifications

- JLPT N2 or equivalent (required).
- Minimum 2 years' experience in sales, sales coordination, or project coordination—experience in manufacturing is an advantage.
- Strong communication and problem-solving skills, with the ability to work cross-functionally.
- Good command of English; Japanese fluency mandatory.
- Proficient in MS Office (Excel, PowerPoint, Word); familiarity with CRM tools is a plus.

Benefits

- Competitive salary package with performance-based incentives.
- Opportunity to grow in a progressive and innovative technology environment.
- Cross-cultural experience working closely with Japanese teams.
- Professional development and career advancement opportunities.

How to Apply

Click APPLY and attach your updated resume.
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