



## PR/118951 | Japanese Speaking - Project Coordinator

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1575549

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 3rd, 2026 12:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Japanese Speaking – Project Coordinator (Automotive Industry)**

**Salary:** 60,000 - 80,000 THB

**Location:** Sukhumvit area, Bangkok

**Employment Type:** Permanent | Office Mode (Mon–Fri, 08:00–17:00)

A leading international automotive parts company is seeking a **Japanese Speaking – Project Coordinator** to support regional sales and operations activities. This role is ideal for candidates with strong coordination skills, automotive background, and Japanese communication ability who are looking for long-term career growth.

**Job Responsibilities:**

- Act as the main point of contact for automotive manufacturers and Tier-1 suppliers, handling matters related to Sales,

Operations, and Quality.

- Coordinate with internal sales teams and overseas group companies to support customer requirements.
- Manage product proposals, quotations, pricing negotiations, order handling, and monitor daily order/production status.
- Collaborate closely with headquarters and regional offices to ensure smooth operations and timely project execution.
- Prepare sales reports, forecasts, and analysis to support regional business planning.
- Business travel to countries such as Japan, or others as required.
- Opportunity for career advancement to Manager level based on performance.

**Qualifications:**

- Minimum 5 years' experience in automotive parts manufacturing or trading companies.
- Strong MS Office skills, especially Excel.
- English proficiency for business communication (TOEIC 700+).
- Background or understanding in mechanical/electronic engineering is an advantage.
- Knowledge of IATF 16949 and ISO 9001 standards.
- Experience with ERP systems, purchasing, order processing, and inventory management is a plus.
- Knowledge of international trade practices.

**Allowance & Benefits:**

- Performance bonus
- Language allowance (TOEIC/JLPT)
- Transportation, lunch, diligence, and statutory allowances
- Medical welfare & accident/health insurance
- Annual health check-up
- Provident fund
- Language training programs

If you are interested, click **APPLY NOW**. Please note that only shortlisted candidates will be contacted due to the high number of applicants.

#LI-JACTH

**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