



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

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Company Description