



PR/118986 | Japanese Assistant & IT Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1577600

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 10:25

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

We are seeking a Japanese Assistant & IT Coordinator to provide direct support to Japanese executives while acting as a key liaison between local teams, Japanese stakeholders, and IT counterparts in Japan.

Responsibilities

- Provide day-to-day administrative and personal support to Japanese management, including coordination with HR on official procedures and documentation
- Act as an interpreter and translator to facilitate clear communication between Japanese and Thai teams, both verbally and in writing
- Arrange and manage schedules, transportation, accommodations, and other logistics for Japanese executives
- Coordinate with Japan-based IT help desks and information security teams to support system usage and compliance
- Assist internal teams with IT-related administration, including device, software, and access management

Qualifications

- Bachelor's degree in business administration, humanities, or a related discipline
- At least 3 years of experience in interpretation, executive support, or general administration roles
- Japanese language proficiency at JLPT N2 level or higher, with functional English communication skills
- Strong digital skills with the ability to handle multiple tasks efficiently and work collaboratively
- **Able to travel to work at Bangphli (On-site 100%)**

Interested candidate, please submit your most recent resume in English by simply clicking "APPLY NOW"

JAC Recruitment Ltd.

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#citySamutprakarn

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Company Description