



## 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