



PR/119136 | IT & Office Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1580411

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 17:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

We are looking for a proactive and well-organized Administrative Officer to support the smooth daily operations of our office. This role is ideal for someone who enjoys multitasking, coordinating with different teams, and helping maintain an efficient work environment.

Key Responsibilities

- Provide day-to-day administrative assistance to ensure smooth office operations.
- Coordinate with suppliers and manage office equipment and general inventory.
- Oversee company drivers, vehicles, and housekeeping schedules.
- Support IT coordination and communication with external vendors and headquarters.
- Prepare and handle visa, work permit, and BOI-related documents.

Qualifications

- Bachelor's degree in any field.
- 1–2 years of administrative experience with basic IT support knowledge.
- Strong English communication skills.
- Proficient in Microsoft Office applications.
- Japanese language ability (JLPT N2 or above) is a plus.

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

JAC Recruitment Ltd.

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Company Description