



PR/119368 | JS Project Coordinator

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1584441

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 9th, 2026 04:00

## General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

### Responsible:

- Coordinate with external parties to accomplish assigned project goals, such as sourcing and contracting printing service providers, car rentals, event equipment, venues, exhibition booth construction, or arranging business meetings.
- Procure and prepare tools and equipment necessary for project implementation.
- Research information from the internet, suppliers, or through discussions with others, then summarize and present findings to the Project Manager or Project Leader.
- Prepare documents for both internal and external coordination.
- Support and coordinate on-site during event or project execution days.
- Report task progress to the Project Manager or Project Leader and consult when encountering problems.

### Requirements:

- Proven experience in coordination or operational support roles
- Background working with or supporting Japanese companies

- Experience residing in Japan for one year or longer is an advantage
- Strong interpersonal and communication skills
- Demonstrated leadership, managerial, and team management abilities
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Skilled in Google Workspace tools (Docs, Sheets, Slides)
- Familiar with online meeting platforms such as Zoom, Microsoft Teams, Google Meet, etc.

**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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

---

## Company Description