



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

March 31st, 2026 10:37

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.

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Company Description