



PR/119454 | Project Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1586606

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 12:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

- Liaise and collaborate with external partners, and corporate clients
- Oversee the planning, coordination, and execution of exhibitions and events
- Improve and streamline day-to-day operational processes
- Provide customer support, primarily in English and Thai
- Assist the sales process through coordination and support (sales closing is not required)
- Assign tasks, give guidance, and supervise assistants and supporting staff

Requirements

- Bachelor's degree in a relevant field
- Proven experience managing projects involving multiple stakeholders
- Highly self-motivated and able to work without close supervision
- Strong coordination and communication skills, with the ability to balance diverse interests
- Comfortable working in small, evolving, or less structured environments
- Resilience and adaptability in fast-changing or underdeveloped operational settings
- Availability to support evening and weekend exhibitions or events when required
- Positive mindset toward ambiguity and non-standardized processes
- Ability to think independently and take initiative in decision-making

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Company Description