



PR/119465 | Administrative Officer (Japanese-speaking, JLPT N3) – Banking Industry

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1586610

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 9th, 2026 12:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Administrative Officer (Japanese-speaking, JLPT N3) – Banking Industry

Location : Bangkok

Working Hours

Monday to Friday 08:00 – 17:00

Job Overview

We are seeking a reliable and detail-oriented Administrative Officer with Japanese language skills (JLPT N3 or above) to support daily operations in a banking / financial services environment. This role focuses primarily on accounting support, administrative coordination, and communication with internal and external stakeholders, including Japanese counterparts.

The position is well-suited for candidates who value stability, teamwork, and long-term employment in a professional corporate setting.

Key Responsibilities

Accounting & Administrative Support

- Provide accounting-related support including coordination with external accounting firms
- Assist with general administrative duties
- Support document preparation, filing, and record management
- Manage office supplies and inventory as required

Coordination & Office Support

- Receive and assist visitors, handle incoming calls, and manage general inquiries
- Manage schedules, appointments, and meeting arrangements
- Arrange business trips, including hotel reservations, transportation, and ticket bookings
- Prepare and maintain client lists and internal reports

Japanese Language Support

- Perform translation and interpretation (Japanese–English–Thai)
- Support communication with Japanese headquarters or partners

Management Support

- Act as Assistant to Managing Director (MD) as assigned
- Support coordination between departments and external stakeholders

Qualifications & Requirements

Language Skills

- Japanese language proficiency: JLPT N3 or above
- Basic professional communication ability in English

Experience

- Minimum 1 year of relevant working experience
- Experience working in Japanese companies is highly preferred
- Experience in banking, finance, or accounting-related environments is an advantage

Skills

- Basic proficiency in Microsoft Excel, Word, and PowerPoint
- Good organizational and time-management skills
- Attention to detail and ability to handle confidential information

Benefits:

- Bonus (depends on company profit)
- Actual Transportation
- Perfect Attendance
- Health Insurance

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>
