



PR/119679 | Assistant Manager – Admin Operations Support (JLPT N3)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1598992

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 12th, 2026 08:00

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

Position: Assistant Manager – Admin Operations Support (JLPT N3)

Salary: THB 30,000 – 45,000

Location: Bangkok

Key Responsibilities

- Manage procurement of delivery ordering devices and coordinate maintenance/repairs.
- Oversee and update delivery platforms, including menu, images, names, and pricing.
- Provide guidance, support, and supervision to subordinates.
- Translate documents and/or act as an interpreter when required.

- Communicate updates and information from shopping malls to branch staff.
- Receive and handle operational issues from branches and ensure timely resolution.
- Prepare branch calendars and communicate important schedules and deadlines.
- Coordinate with suppliers, including procurement of materials.
- Conduct site surveys prior to new branch openings and provide on-site support as needed.
- Support team operations and perform ad hoc tasks as assigned.

Qualifications

- Japanese language proficiency at JLPT N3 level or above (certificate required).
- Strong leadership skills with confidence in decision-making and expressing ideas.
- Excellent communication and coordination abilities.
- Detail-oriented with a data-driven and fact-based approach to work.
- Continuous improvement mindset to enhance work quality and efficiency.
- Flexible, open to feedback, and able to work collaboratively in a team.
- Proficient in Microsoft Office applications.
- Able to travel and work off-site, including branches and upcountry locations.

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