



JAC Recruitment

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JAC Recruitment Thailand

PR/120008 | Corporate Planning Staff

Job Information

Recruiter

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Job ID

1602437

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 12:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

The Company is Japanese business, at this moment, seeking for an experienced candidate to join as Corporate Planning Staff (Workplace around MRT Silom, Bangkok)

Position: Corporate Planning Staff

Location: MRT Silom and MRT Thailand Cultural Centre

Business: Trading

Working hour: Monday – Friday, 8.00 AM – 17.30 PM

JOB RESPONSIBILITIES

- Handle varieties tasks in corporate planning, business development and secretary.
- Participate in meetings, document discussion points, prepare meeting minutes, track action items, and coordinate follow-up with relevant stakeholders.
- Independently represent the team in meetings conducted in Thai, facilitate discussions, consolidate key takeaways, and provide feedback and updates to management.
- Deliver interpretation and translation support for meetings and written materials between Thai and English (Japanese language skills are not required).
- Develop presentation materials, briefing documents, and market research reports to support business activities and decision-making.
- Coordinate logistics for meetings and business engagements with CP Group and Itochu stakeholders, including scheduling, venue arrangements, visitor registrations, and restaurant reservations.
- Provide administrative and operational assistance to the supervisor, ensuring smooth execution of daily activities and projects.
- Project management, including process coordination, progress monitoring, and stakeholder management.
- Proven ability to prepare meeting minutes, business reports, and executive summaries.
- Strong research and analytical abilities, including the capacity to learn unfamiliar industries and terminology, synthesize information, and present findings in a structured and concise manner.
- Familiarity with AI-powered productivity tools such as Canva, ChatGPT, Claude, and NotebookLM is considered an advantage.

JOB REQUIREMENTS

- The salary range around 40,000 – 45,000 THB
- Graduate in institution of education level, bachelor's degree or higher in oversea.
- Native-level proficiency in English, both written and spoken.
- Adaptable and comfortable working in a dynamic environment with evolving priorities and responsibilities.
- Self-motivated, proactive, and capable of understanding objectives quickly while taking ownership of tasks and decisions.
- Excellent communication and interpersonal skills, with the confidence to ask questions, clarify requirements, and resolve issues effectively.
- Demonstrates intellectual curiosity, a continuous learning mindset, and a genuine desire to contribute value to the organization.
- Strong working knowledge of Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint.
- Able to travel to work around BTS Sala Daeng, MRT Silom, MRT Thailand Cultural Centre, Bangkok

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.

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Company Description