



JAC Recruitment

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JAC Recruitment Thailand

PR/120237 | Japanese Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1607778

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 05:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Japanese Coordinator (JLPT N1/N2)

Location: Bang Sao Thong, Samut Prakan (Shuttle bus provided)

Working Hours: Monday - Friday, 07:45 AM - 05:30 PM

Key Responsibilities:

- Provide accurate Japanese-Thai and Thai-Japanese interpretation during meetings, discussions, business presentations, and daily communications.
- Facilitate effective communication between Japanese management and Thai employees to ensure mutual understanding and smooth collaboration.
- Translate business documents, reports, presentations, announcements, policies, and other relevant materials between Japanese and Thai.

- Assist the Managing Director and Japanese expatriate staff with daily administrative and coordination tasks.
- Coordinate meetings, prepare meeting materials, and follow up on action items.
- Handle document filing, record management, and other general administrative duties.
- Act as a liaison between Japanese and Thai teams to support smooth business operations.
- Coordinate with internal departments regarding ongoing projects, company activities, and operational matters.
- Support HR and management with special assignments and company initiatives as assigned.

Qualifications:

- Bachelor's degree in related field.
- JLPT N2 or N1 certification, with strong Japanese communication skills (speaking, reading, and writing).
- Good command of Thai and Japanese; English communication skills are an advantage.
- Experience in Japanese interpretation, translation, coordination, or administrative support is preferred.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong interpersonal, communication, and organizational skills.
- Proactive, service-minded, and eager to learn.
- Able to work independently and manage multiple tasks effectively.
- Comfortable working in a multicultural environment.

Benefits & Welfare

- Annual bonus based on company and individual performance
- Social Security Fund (SSO)
- Group Health Insurance
- Provident Fund
- Shuttle Bus Service
- Overtime (OT) Payment
- Meal Allowance
- Transportation Allowance
- Annual Leave and Public Holidays in accordance with company policy
- Opportunities for career development and working in a multicultural environment.

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