



PR/120435 | Admin Officer (Japanese-speaking, JLPT N2) – Banking Industry

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1614260

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:42

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

Admin Officer (Japanese-speaking, JLPT N2) – 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 N2 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 N2 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

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