

PR/120551 | Business Coordination Manager (Japanese Speaking)

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621182

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

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General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Position Overview
We are seeking a Japanese-speaking professional to work closely with the Japanese Managing Director in supporting business operations across the organization.

This role goes beyond interpretation and translation responsibilities. The successful candidate will act as a key coordinator between departments, helping to facilitate communication, monitor progress on company initiatives, align schedules, and ensure smooth execution of business operations while maintaining quality standards.

The position offers broad exposure to management, manufacturing operations, cross-functional coordination, and executive-level decision-making.

Key Responsibilities

- Work closely with the Japanese Managing Director on day-to-day business operations and special projects.
- Coordinate and facilitate communication between Japanese management and Thai teams across departments.

- Support executive meetings by providing interpretation and translation of business, operational, and technical discussions.
- Monitor and follow up on action plans, project timelines, and departmental schedules to ensure smooth execution.
- Act as a central point of coordination among Production, Quality, Engineering, Sales, Administration, and other functions.
- Support management in identifying operational issues and coordinating with relevant stakeholders to drive solutions.
- Ensure company policies, operational procedures, and quality requirements are properly communicated and followed.
- Assist in managing cross-functional projects and corporate initiatives assigned by management.
- Perform other coordination and management support duties as assigned.

Qualifications

- Bachelor's degree in Japanese, Business Administration, Engineering, or a related field.
- JLPT N2 or above with strong Japanese communication skills.
- At least 5 years of experience in Japanese-speaking roles within a manufacturing environment.
- Experience in business coordination, project coordination, executive support, management support, or interpretation functions.
- Good understanding of manufacturing operations, quality management, engineering processes, or factory environments.
- Strong organizational, follow-up, and problem-solving skills.
- Able to manage multiple tasks and priorities in a fast-paced environment.
- Proactive, adaptable, and hands-on working style.

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