

PR/120725 | Japanese Speaking Admin

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621742

Industry
Real Estate Brokerage, Management

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:17

General Requirements

Minimum Experience Level
Over 1 year

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

Key Responsibilities

- Provide comprehensive administrative support to management and office operations.
- Coordinate communication between Japanese expatriates, management, and local staff.
- Manage documentation, reporting, correspondence, and translation support as required.
- Liaise with external parties, including suppliers, service providers, and relevant authorities.
- Support HR and general affairs functions, including employee administration and office coordination.
- Organize meetings, travel arrangements, company activities, and business schedules.
- Maintain office facilities, supplies, and administrative processes to ensure operational efficiency.
- Ensure compliance with internal procedures and company policies.

- Prepare and maintain reports, records, and other business-related documentation.
- Perform ad hoc assignments and special projects as assigned by management.

Qualifications

- Bachelor's degree in any field
- JLPT N3 or above (Intermediate level or higher)
- 1-3 years of experience in Administration, General Affairs, Coordinator, or related functions
- Good communication and coordination skills in Japanese and Thai
- Detail-oriented, organized, and able to manage multiple tasks effectively
- Positive attitude, proactive mindset, and willingness to learn
- Able to work independently and as part of a multicultural team
- Proficient in Microsoft Office applications
- Available to start in January 2027 preferred.

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