

PR/120727 | General Affairs and Coordinator (Japanese-speaking N3 or above)_New set-up

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621743

Industry
Amusement, Entertainment

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Daily Conversation Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Position: General Affairs and Coordinator (Japanese-speaking N3 or above)

Work Schedule: Monday to Friday, 9:00 AM - 6:00 PM
Location: Asoke

Responsibilities:

- Interpret meetings with external staff to explore new business opportunities in Asia
- Translate documents between Japanese, Thai, and English
- Manage project and schedule management.
- Collect payments and remit funds.

- Collaborate with the Japan office and oversees to advance project progress
- Provide overall administrative and miscellaneous support

Qualifications:

- Willingness to travel for business within Asia
- Strong communication and interpersonal skills, with a flexible personality
- Ability to handle multitasking
- Experience working with Japanese companies
- Open for New set-up company

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Company Description