


# PR/120770 | JS Admin

## Job Information

**Recruiter**
JAC Recruitment Thailand

**Job ID**
1623421

**Industry**
Education

**Job Type**
Permanent Full-time

**Location**
Thailand

**Salary**
Negotiable, based on experience

**Refreshed**
November 17th, 2026 10:32

## General Requirements

**Minimum Experience Level**
Over 3 years

**Career Level**
Mid Career

**Minimum English Level**
Basic 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

- Manage and coordinate school transportation services, including scheduling and operational arrangements.
- Supervise and provide instructions to janitorial staff and external service contractors.
- Oversee the inspection, maintenance, and management of school facilities, including buildings, electrical systems, and IT infrastructure.
- Coordinate the procurement of equipment, supplies, and other operational materials.
- Support communication between Japanese and Thai staff, including Japanese teachers and school personnel.
- Assist with student admissions and other administrative functions as required.
- Support the smooth daily operation of the school and contribute to a safe and efficient learning environment.

Required Qualifications

- Japanese language proficiency at **JLPT N3 level or above,** with the ability to communicate effectively via email, telephone, and internal meetings.
- Previous work experience in any industry.
- **Strong communication and interpersonal skills,** with the ability to build positive relationships and work effectively with people at all levels.
- Good proficiency in **Microsoft Office**, particularly Excel.
- Strong logical thinking and problem-solving skills.
- Physically fit and able to handle facility-related coordination tasks.

**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