JAC Recruitment

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JAC Recruitment Thailand

PR/120818 | HR & Admin Assistant Manager (Japanese Speaking)

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623943

Industry
Restaurant, Food Service

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:22

General Requirements

Minimum Experience Level
Over 6 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 employee attendance records and timekeeping.
- Handle and coordinate BOI (Board of Investment) documentation and related administrative procedures.
- Monitor and manage KPIs, including conducting regular progress reviews and follow-up checks.
- Arrange and coordinate external training programs for employees.
- Organize and oversee internal company events and activities.
- Manage the full recruitment process, including candidate sourcing, interviewing, and onboarding.
- Provide interpretation and translation support as required.
- Collaborate with various departments to ensure smooth HR and administrative operations.

Qualifications:
- Bachelor's degree in Japanese Language or a related field.
- Experience in both Human Resources and General Administration functions.
- Strong organizational and coordination skills.
- Ability to manage multiple tasks and stakeholders effectively.
- A straightforward, proactive, and easygoing personality with a hands-on attitude.
- Japanese language proficiency (JLPT N2 up)

Welfare / benefits:
- Housing allowance

- Group insurance
- Meal allowance

- Provident fund
- Transportation allowance

- Position allowance
- Language allowance

- Bonus

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.

Privacy Policy Link: https://www.jac-recruitment.th/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

Company Description