



PR/117541 | Operation Support (Japanese-speaking N3+)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント タイランド

求人ID

1545376

業種

レストラン・フードサービス

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年06月24日 10:26

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Job Title: Operation Support (Japanese-speaking N3+)

Workplace Area: Bangkok, near BTS line

Working Hour: Monday – Friday 8.30 – 17.30

Salary: Up to 30,000 THB/month

Qualifications:

- Passed JLPT N3 or higher (must have a certificate).
- Open to new graduates, no age limit.
- Can-do attitude.
- Ability to continuously improve and streamline work.
- Attention to detail.
- Proficient in MS Office.
- Good communication and coordination skills.

- Flexible, open to feedback, team player, and adaptable.
- Able to work using the "HOURENSO" method (report, contact, consult).
- Willing to travel to branches or other provinces.

Job Description:

- Order and coordinate delivery and repair of equipment.
- Manage platforms like Line Man and Grab, including updating menus, names, and prices.
- Translate documents or act as an interpreter (if applicable).
- Procure and purchase various supplies for the store.
- Communicate information from the center to branches.
- Receive and address issues reported from stores.
- Create and manage branch calendars and notify branches of necessary schedules.
- Coordinate with suppliers for fuel purchases.
- Inspect centers before opening new branches and support branches as needed.
- Support team tasks and other duties as assigned.

Benefits:

- Health Insurance
- Annual Leave
- Performance/results-based Bonus
- Transportation/ Business Trip Allowance

会社説明