



PR/117838 | Business Coordinator (Japanese Speaking N2+) - Bangkok

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

1554672

業種

監査・税理士法人

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08月26日 04:00

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

We're Hiring: Japanese Speaking Business Coordinator

Location: Silom, Bangkok

Language Requirement: Japanese (Business Level – JLPT N2 or above)

Are you fluent in Japanese and passionate about supporting international business operations? Our client, a leading consulting firm, is seeking a Japanese Speaking Professional Coordinator to join their team in Bangkok.

About the Role:

This position plays a vital role in bridging communication between Japanese clients and Thai operational teams. You'll be supporting Japanese companies in their expansion into Thailand, offering expert coordination across a wide range of business services.

Key Responsibilities:

- Act as a liaison between Japanese clients and Thai staff to ensure smooth project execution.

- Support clients with:
 - Company establishment and registration
 - Investment incentives and business licensing
 - Visa and work permit processes
- Coordinate outsourced services including:
 - Accounting and tax filing
 - Financial reporting and audit support
 - M&A and transfer pricing compliance
 - Advisory on accounting and tax matters

Qualifications:

- Japanese language proficiency at business level (JLPT N2 or above)
- Strong interpersonal and coordination skills
- Experience in consulting, accounting, or business support is a plus
- Ability to work effectively in a multicultural environment

Why Apply?

- Work with a reputable consulting firm
- Gain exposure to cross-border business operations
- Excellent career development opportunities

How to Apply:

Click APPLY and submit your updated resume to be considered for this exciting opportunity.

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>

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会社説明