



PR/118046 | Consultant Coordinator (Japanese Speaking)

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

1557742

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09月09日 10:16

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

Key Responsibilities:

- Collaborate closely with Japanese consultants to provide end-to-end support for new company setups.
- Manage processes related to BOI applications, company registration, visa issuance, and work permit acquisition.
- Represent clients in visits to the Ministry of Commerce and other relevant government agencies.
- Research and stay updated on regulatory changes and procedural requirements.
- Liaise with government officials to clarify and facilitate application processes.
- Simultaneously manage support for 5–6 clients, ensuring timely and accurate service delivery

Qualifications:

- Bachelor's degree in Business Administration, Law, International Relations, or a related field.
- Minimum 2 years of experience in BOI, visa/work permit processing, company registration, or related government liaison work.
- Proficiency in Japanese at JLPT N2 or N3 level is required.
- Strong communication skills in Thai and English.

- Ability to work independently, manage multiple tasks, and meet deadlines.
- Professional demeanor and confidence in dealing with government authorities.

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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会社説明