



PR/118224 | Admin, Japan desk coordinator– Manufacturing (JLPT N2 or above)

#### 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

1561551

業種

その他（メーカー）

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

2026年02月17日 07:00

#### 応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Admin, Japan desk coordinator– Manufacturing

Location: Jatujak, Bangkok

Reporting to: Managing Director

Industry: Design, construction, operation and maintenance of domestic and industrial wastewater treatment facilities, as well as the manufacturing and sales of septic tanks.

#### Key Responsibilities

- Coordinate recruitment activities between Japan HQ and Thailand office.
- Prepare and submit reports to the Japan head office, including summaries of local operations and updates.
- Support business travelers from Japan, including logistics and scheduling.
- Handle ad hoc requests from MD in Thailand with professionalism and discretion.
- Act as a liaison between Japan HQ, MD, and the Thai local team to ensure smooth communication and execution of

tasks.

- Translate and interpret documents and meetings between Japanese and Thai staff, serving as a cultural and linguistic bridge.
- Organize and refine local staff outputs into formal reports and presentations for Japan HQ.

#### Qualifications

- JLPT N2 or higher proficiency in Japanese (spoken and written).
- Bachelor's degree in a relevant field.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational skills and attention to detail.
- Strong communication skills and ability to work independently.
- High level of integrity and ability to handle confidential information.

#### Working Conditions & Benefits

- Work Days: Monday to Friday and Alternative Saturday 8.00 – 17.00
- Salary: THB 40,000–70,000/month (negotiable based on experience)

#### Benefits:

- Social Security
- Health Insurance
- Annual Leave

**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>

---

会社説明