



PR/118212 | Japanese Speaking Strategy Planning

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

1562426

業種

自動車・自動車部品

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01月13日 03:00

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

Japanese Speaking Strategy Planning Executive

Location: Samrong, Samut Prakarn (BTS accessibility)

Industry: Manufacturing

About the Role

Our client, a leading organization in vehicle manufacturing, is currently seeking a Japanese Speaking Strategy Planning Executive to support their growing operations in Thailand. This is a fantastic opportunity for candidates with a background in administration, secretarial work, or Japanese-speaking roles who are ready to step into a more strategic position.

Key Responsibilities

- Assist in strategic planning and coordination across departments.
- Prepare and manage reports, presentations, and internal documentation.
- Act as a liaison between Japanese stakeholders and local teams.
- Provide administrative and secretarial support to the Strategy Planning team.
- Translate and interpret Japanese documents and communications.

Candidate Requirements

- Minimum 2 years of experience in admin, secretary, or Japanese-speaking roles.
- Japanese language proficiency at JLPT N2 or above.
- Strong communication and organizational skills.
- Ability to work in a fast-paced, multicultural environment.
- Proficiency in MS Office (Excel, PowerPoint, Word).

Benefits

- Competitive salary and benefits package.
- Career development opportunities in strategic planning.
- Exposure to international business environments.

How to apply:

Interested candidates, please click "APPLY" to submit your CV.

only shortlisted candidates will be contacted.

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