



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

1562468

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10月21日 10:20

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

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.

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会社説明