



PR/118838 | Japanese Coordinator (JLPT N3 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

1572837

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

2026年02月03日 05:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

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

Position: Japanese Coordinator

Language Requirement: Japanese-speaking (JLPT N3 or above)

Experience Required: Administrative experience in VISA, Work Permit, or new company setup

Location: Bangkok

Working Hours: Monday – Friday 8.30 – 17.00

Salary: 32,000 – 35,000

Responsibilities

- Support Japanese consultants in handling various tasks related to newly established companies.
- Coordinate and assist with BOI, company registration, VISA, and Work Permit (WP) procedures.
- Visit the Ministry of Commerce several times per month to process required documents and applications.
- Research and stay updated on new procedures, regulations, and processes related to corporate setup and government compliance.

- Communicate with government officers regarding application procedures, requirements, and document clarification.
- Manage and support 5–6 clients simultaneously, ensuring smooth coordination and timely follow-up on all assigned tasks.

Qualifications

- JLPT N3 or above in Japanese (or equivalent proficiency).
- Experience in administrative work, especially in VISA, WP, or new company setup procedures.
- Good communication and coordination skills.
- Ability to multitask and manage several clients at the same time.
- Detail-oriented with strong problem-solving skills.

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