



## PR/118745 | Japanese Speaking Project Coordinator

## 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

1575530

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03日 11:58

## 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

Japanese Speaking Project Coordinator (JLPT N2 or Equivalent)

Industry: Technology

Location: Bangkok

Employment Type: Full-time

Our client, a rapidly growing company in the technology sector, is seeking an experienced Japanese Speaking Project Coordinator to support cross-functional projects and customer engagement. The ideal candidate will have previous experience in sales, sales coordination, or project coordination, preferably within a tech-driven environment.

## Key Responsibilities

- Coordinate ongoing projects between internal technical teams, Japanese customers, and external partners.
- Support sales and account management with quotations, project timelines, order tracking, and customer communication.

- Serve as the main liaison for Japanese-speaking stakeholders, handling emails, calls, and meetings.
- Prepare concise project updates, presentations, and reports in Japanese and English.
- Monitor project progress and highlight risks, delays, or required actions.
- Assist in organizing product demos, technical discussions, and customer visits.

#### Qualifications

- JLPT N2 or equivalent (required).
- Minimum 2 years' experience in sales, sales coordination, or project coordination—experience in manufacturing is an advantage.
- Strong communication and problem-solving skills, with the ability to work cross-functionally.
- Good command of English; Japanese fluency mandatory.
- Proficient in MS Office (Excel, PowerPoint, Word); familiarity with CRM tools is a plus.

#### Benefits

- Competitive salary package with performance-based incentives.
- Opportunity to grow in a progressive and innovative technology environment.
- Cross-cultural experience working closely with Japanese teams.
- Professional development and career advancement opportunities.

#### How to Apply

Click **APPLY** and attach your updated resume.  
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