



PR/119368 | JS 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

1584441

業種

ビジネスコンサルティング

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04月28日 14:00

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

ビジネス会話レベル

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

Responsible:

- Coordinate with external parties to accomplish assigned project goals, such as sourcing and contracting printing service providers, car rentals, event equipment, venues, exhibition booth construction, or arranging business meetings.
- Procure and prepare tools and equipment necessary for project implementation.
- Research information from the internet, suppliers, or through discussions with others, then summarize and present findings to the Project Manager or Project Leader.
- Prepare documents for both internal and external coordination.
- Support and coordinate on-site during event or project execution days.
- Report task progress to the Project Manager or Project Leader and consult when encountering problems.

Requirements:

- Proven experience in coordination or operational support roles
- Background working with or supporting Japanese companies

- Experience residing in Japan for one year or longer is an advantage
- Strong interpersonal and communication skills
- Demonstrated leadership, managerial, and team management abilities
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Skilled in Google Workspace tools (Docs, Sheets, Slides)
- Familiar with online meeting platforms such as Zoom, Microsoft Teams, Google Meet, etc.

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会社説明