



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05月26日 16:00

#### 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.

**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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

---

会社説明