



## PR/119679 | Assistant Manager – Admin Operations Support (JLPT N3)

### 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

1598992

#### 業種

レストラン・フードサービス

#### 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06月26日 10:49

### 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

日常会話レベル

#### 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: Assistant Manager – Admin Operations Support (JLPT N3)

Salary: THB 30,000 – 45,000

**Location:** Bangkok

#### Key Responsibilities

- Manage procurement of delivery ordering devices and coordinate maintenance/repairs.
- Oversee and update delivery platforms, including menu, images, names, and pricing.
- Provide guidance, support, and supervision to subordinates.
- Translate documents and/or act as an interpreter when required.

- Communicate updates and information from shopping malls to branch staff.
- Receive and handle operational issues from branches and ensure timely resolution.
- Prepare branch calendars and communicate important schedules and deadlines.
- Coordinate with suppliers, including procurement of materials.
- Conduct site surveys prior to new branch openings and provide on-site support as needed.
- Support team operations and perform ad hoc tasks as assigned.

#### Qualifications

- Japanese language proficiency at JLPT N3 level or above (certificate required).
- Strong leadership skills with confidence in decision-making and expressing ideas.
- Excellent communication and coordination abilities.
- Detail-oriented with a data-driven and fact-based approach to work.
- Continuous improvement mindset to enhance work quality and efficiency.
- Flexible, open to feedback, and able to work collaboratively in a team.
- Proficient in Microsoft Office applications.
- Able to travel and work off-site, including branches and upcountry locations.

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会社説明