



PR/120237 | Japanese 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

1607778

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09月15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

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 Coordinator (JLPT N1/N2)

Location: Bang Sao Thong, Samut Prakan (Shuttle bus provided)

Working Hours: Monday - Friday, 07:45 AM - 05:30 PM

Key Responsibilities:

- Provide accurate Japanese-Thai and Thai-Japanese interpretation during meetings, discussions, business presentations, and daily communications.
- Facilitate effective communication between Japanese management and Thai employees to ensure mutual understanding and smooth collaboration.
- Translate business documents, reports, presentations, announcements, policies, and other relevant materials between Japanese and Thai.

- Assist the Managing Director and Japanese expatriate staff with daily administrative and coordination tasks.
- Coordinate meetings, prepare meeting materials, and follow up on action items.
- Handle document filing, record management, and other general administrative duties.
- Act as a liaison between Japanese and Thai teams to support smooth business operations.
- Coordinate with internal departments regarding ongoing projects, company activities, and operational matters.
- Support HR and management with special assignments and company initiatives as assigned.

Qualifications:

- Bachelor's degree in related field.
- JLPT N2 or N1 certification, with strong Japanese communication skills (speaking, reading, and writing).
- Good command of Thai and Japanese; English communication skills are an advantage.
- Experience in Japanese interpretation, translation, coordination, or administrative support is preferred.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong interpersonal, communication, and organizational skills.
- Proactive, service-minded, and eager to learn.
- Able to work independently and manage multiple tasks effectively.
- Comfortable working in a multicultural environment.

Benefits & Welfare

- Annual bonus based on company and individual performance
- Social Security Fund (SSO)
- Group Health Insurance
- Provident Fund
- Shuttle Bus Service
- Overtime (OT) Payment
- Meal Allowance
- Transportation Allowance
- Annual Leave and Public Holidays in accordance with company policy
- Opportunities for career development and working in a multicultural environment.

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