

PR/120551 | Business Coordination Manager (Japanese Speaking)

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
1621182

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11月17日 09:00

応募必要条件

職務経験
6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

Position Overview
We are seeking a Japanese-speaking professional to work closely with the Japanese Managing Director in supporting business operations across the organization.

This role goes beyond interpretation and translation responsibilities. The successful candidate will act as a key coordinator between departments, helping to facilitate communication, monitor progress on company initiatives, align schedules, and ensure smooth execution of business operations while maintaining quality standards.

The position offers broad exposure to management, manufacturing operations, cross-functional coordination, and executive-level decision-making.

Key Responsibilities

- Work closely with the Japanese Managing Director on day-to-day business operations and special projects.
- Coordinate and facilitate communication between Japanese management and Thai teams across departments.

- Support executive meetings by providing interpretation and translation of business, operational, and technical discussions.
- Monitor and follow up on action plans, project timelines, and departmental schedules to ensure smooth execution.
- Act as a central point of coordination among Production, Quality, Engineering, Sales, Administration, and other functions.
- Support management in identifying operational issues and coordinating with relevant stakeholders to drive solutions.
- Ensure company policies, operational procedures, and quality requirements are properly communicated and followed.
- Assist in managing cross-functional projects and corporate initiatives assigned by management.
- Perform other coordination and management support duties as assigned.

Qualifications

- Bachelor's degree in Japanese, Business Administration, Engineering, or a related field.
- JLPT N2 or above with strong Japanese communication skills.
- At least 5 years of experience in Japanese-speaking roles within a manufacturing environment.
- Experience in business coordination, project coordination, executive support, management support, or interpretation functions.
- Good understanding of manufacturing operations, quality management, engineering processes, or factory environments.
- Strong organizational, follow-up, and problem-solving skills.
- Able to manage multiple tasks and priorities in a fast-paced environment.
- Proactive, adaptable, and hands-on working style.

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