

PR/120770 | JS Admin

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
1623421

業種
教育・学校

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 10:32

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
基礎会話レベル

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

Key Responsibilities

- Manage and coordinate school transportation services, including scheduling and operational arrangements.
- Supervise and provide instructions to janitorial staff and external service contractors.
- Oversee the inspection, maintenance, and management of school facilities, including buildings, electrical systems, and IT infrastructure.
- Coordinate the procurement of equipment, supplies, and other operational materials.
- Support communication between Japanese and Thai staff, including Japanese teachers and school personnel.
- Assist with student admissions and other administrative functions as required.
- Support the smooth daily operation of the school and contribute to a safe and efficient learning environment.

Required Qualifications

- Japanese language proficiency at **JLPT N3 level or above,** with the ability to communicate effectively via email, telephone, and internal meetings.
- Previous work experience in any industry.
- **Strong communication and interpersonal skills,** with the ability to build positive relationships and work effectively with people at all levels.
- Good proficiency in **Microsoft Office**, particularly Excel.
- Strong logical thinking and problem-solving skills.
- Physically fit and able to handle facility-related coordination tasks.

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