



PR/114945 | Admin Officer (Japanese-Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1507243

Industry

Education

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 3rd, 2024 10:10

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Admin (Japanese-speaking)

Location: Rama9 ,Bangkok

Working Hours: Monday – Friday 8:00 -16:00, Saturday (Half Day during semester)

Job Descriptions:

- Manage school car.
- Instructions to janitors and external contractors.
- Inspection and management of school facilities (buildings, electricity, IT).
- Purchasing of equipment and other supplies.
- Supporting Japanese-Thai communication with Japanese teachers and staff.
- In addition to the above, there is also support for admissions-related work.

Qualifications:

- Japanese skill for internal communication includes telephone and email (upper N3)
- has good communication skill
- MS office (especially for excel)
- Logical thinking

- Healthy person

Benefits:

- Health Insurance
- Annual Leave 30 Days *not included sick leave*
- Transportation allowance
- Bonus
- Provident Fund
- Commuting Bus

Company Description