



PR/158045 | Project Coordinator for Japanese Speaker

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1512345

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 10:34

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

Company and Job Overview

In the diversified industrial sector, a well-established company is seeking a Project Coordinator who is proficient in Japanese. This role involves coordinating various projects, ensuring they are completed on time and within budget, and facilitating communication between different departments and stakeholders. The ideal candidate will have strong organizational skills, attention to detail, and the ability to manage multiple tasks efficiently. This is a great opportunity for a professional looking to contribute to a dynamic and innovative environment within a leading industrial company.

Job Responsibilities

- Prepare and review project budgets, costs, and timelines.
- Manage reports and necessary documentation; prepare weekly and monthly reports.
- Organize and coordinate meetings with project teams and related parties.
- Control time management and monitor project progress.
- Ensure customer satisfaction by reviewing and verifying clients' claims; follow up on strategic Japanese accounts for opportunities.
- Analyze and manage project risks; perform business analysis and reporting for management decision-making purposes.
- Develop business presentations for management; review and recommend cost improvements for new and existing business strategies.

- Develop business cases and plans based on business analytics and competitive intelligence.
- Collaborate with internal and plant departments to collect business data for timely analysis.

Job Requirements

- Bachelor's degree in engineering, business, marketing, or a related discipline.
- Proficiency in Japanese (JLPT N1/N2 certification required).
- Minimum of 2 years of working experience in a manufacturing environment.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to travel overseas for event and project coordination.

Benefits

- Opportunities for professional development and career growth.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

Company Description