



## PR/116490 | Operations Coordinator – Japanese Speaking JLPT N2 (Fresh Grad are Welcome!)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1516353

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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

**Position: Operations Coordinator – Japanese Speaking JLPT N2 (Fresh Grad are Welcome!)**

**Location: Bangkok**

**Working Date and Time:** Monday – Friday 8.30-5.30 P.M.

**Salary range: 25,000 – 30,000THB/Month**

**Job Description:**

- Prepare sales tools such as presentations and other necessary materials.
- Create specific tools as needed, including summary reports.

- Coordinate internally with various departments regarding work issues.
- Contact external operational sub-contractors, such as warehouses, to obtain operational costs (e.g., storage, packing, handling charges).
- Communicate with overseas branches and Thai customers for quotation inquiries.
- Provide timely verbal translation between Thai and Japanese staff.
- Assist in translating emails or documents from customers, including letters/notifications from the government or any documents at the site (e.g., accident reports, delivery notes, order sheets, working instructions) in Thai.
- Translate customs notifications, procedures, and announcements upon request.

**Qualifications:**

- Bachelor's degree in any field.
- Fresh graduates are prioritized.
- Must possess a JLPT Certificate (N2 level).
- English skills are advantageous.
- Service-minded, flexible, with good planning skills to support supervisors and management.

**Benefi**

- Bonus
- Provident fund
- Group health insurance
- Annual health check-up
- Uniform
- Overtime

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Company Description