



PR/116711 | Japanese Speaking Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1524283

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

March 4th, 2025 11:44

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

Job Title: Japanese Speaking Officer – Corporate Planning department

Location: Bang Rak, Bangkok

Working condition: Monday – Friday 08.00 – 17.00

Saturday work following the company calendar (average once a month, sometimes no Saturday work) and long holidays provided for significant holidays.

About the Company: Our client is a leading organization in logistics, known for its commitment to excellence and innovation. They are currently seeking a highly motivated and skilled Japanese Speaking Officer to join their Corporate Planning department.

Key Responsibilities:

- Assist in the development and implementation of corporate governance policies and procedures.
- Provide support in the preparation and review of corporate documents and reports.

- Liaise with Japanese-speaking stakeholders, ensuring effective communication and collaboration.
- Conduct research and analysis on corporate governance trends and best practices.
- Translate documents and communications between Japanese and English as needed.
- Support the team in various administrative tasks and projects.

Requirements:

- Proficiency in Japanese, with a minimum of JLPT N2 certification.
- Bachelor's degree in business administration, Law, or a related field.
- At least 2 years of working experience in administrative, secretary, interpreter or related field.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Attention to detail and strong organizational skills.
- Proficiency in Microsoft Office Suite.

How to Apply: Interested candidates are invited to submit their resume by clicking apply button.

Company Description