



## 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**

April 15th, 2025 05:01

### 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.

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Company Description