



## PR/158045 | Project Coordinator for Japanese Speaker

## 募集職種

## 人材紹介会社

ジェイエイシーリクルートメント マレーシア

## 求人ID

1505361

## 業種

その他（メーカー）

## 雇用形態

正社員

## 勤務地

マレーシア

## 給与

経験考慮の上、応相談

## 更新日

2024年11月19日 11:36

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

**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.

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会社説明