



JAC Recruitment

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Thailand

## PR/117154 | Corporate Management Support

### Job Information

**Recruiter**[JAC Recruitment Thailand](#)**Job ID**

1537249

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2025 16:22

### 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

#### Corporate Management Support

Location: Bangkok

**Key Responsibilities:**

- Assist with company secretary duties to ensure adherence to the Securities and Exchange Act, while also managing the reporting of relevant information to the Stock Exchange of Thailand (SET) and the Securities and Exchange Commission (SEC).
- Facilitate well-structured meetings for the board of directors and shareholders across the company and its affiliates, ensuring compliance with SET regulations and the Public Companies Act.
- Oversee the organization of executive meetings.

**Qualifications:**

- Possesses excellent interpersonal skills and strong coordination abilities.
- Demonstrates proficiency in English across all areas, including speaking, listening, reading, and writing.

**Preferred Attributes:**

- Holds a diploma or bachelor's degree in Liberal Arts (English), Law, or a related discipline.
- Open to fresh graduates with strong English proficiency.

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Company Description