



PR/117154 | Corporate Management Support

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1540626

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 18th, 2025 11:01

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

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.

Company Description