



JAC Recruitment

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Thailand

PR/117306 | Executive Assistant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1542509

Industry

Education

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 24th, 2025 08:00

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

Key Responsibilities:

- Manage the CEO's work calendar and personal schedule, including prioritizing, scheduling, and confirming meetings and personal events.
- Collaborate closely with the Senior Personal Assistant to the CEO to stay informed about upcoming commitments, responsibilities, and required follow-up actions.
- Attend various management meetings to take and record minutes accurately.
- Translate documents between Thai and English (and vice versa).
- Organize and prepare agendas, meeting materials, documents for approval and consideration, and presentations.
- Coordinate with relevant parties to track the progress of reports and outstanding tasks.
- Schedule appointments, arrange travel, and process reimbursements.

- Assist in project planning for company-related and personal events.
- Undertake ad-hoc projects as assigned.
- Perform errands outside the office when necessary

Qualifications:

- Master's or bachelor's Degree in any related.
- 3-5 years of experience in secretary function, providing support to C-level.
- Fluency in Thai and English (MUST be comfortable to communicate, read and write in English).
- Scheduling and organization.
- Microsoft Office Skills (some analytical skills on Excel preferred).
- Confidentiality and ability to maintain sensitive information.
- Travel Logistics.
- Attention to detail.
- A strong understanding of executive relationships and their respective preferences.
- Immediately starting will be an advantage.

Company Description