



JAC Recruitment

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Thailand

PR/117378 | Secretary

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1543434

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 10:45

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

Secretary

We are now looking for Secretary for our client in Hospitality business group.

Location : Bangkok (BTS On-nut)**Working** : Mon-sat (6days/week)**Responsibilities:**

- **Administrative Support:** Manage correspondence, emails, and phone calls efficiently.
- **Scheduling & Coordination:** Arrange meetings, appointments, and travel plans for executives.
- **Document Management:** Prepare reports, presentations, and maintain filing systems.
- **Communication:** Act as a liaison between departments and external stakeholders.
- **Office Management:** Oversee office supplies, equipment, and ensure smooth daily operations.
- **Meeting Assistance:** Take minutes, distribute agendas, and follow up on action items.
- **Confidentiality:** Handle sensitive information with discretion and professionalism.

Requirements:

- Proven experience as a **Secretary** or **Administrative Assistant**.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication abilities.
- Proficiency in **Microsoft Office Suite** (Word, Excel, PowerPoint).
- Ability to work independently and under pressure.
- High level of professionalism and integrity.

Company Description