



JAC Recruitment

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Thailand

## PR/117635 | Personal Assistant (PA) – English & Mandarin Speaking

### Job Information

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

1549497

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:15

### 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

Personal Assistant (PA) – English & Mandarin Speaking

Location: Bangkok

We are looking for a sharp, well-groomed, and highly competent Personal Assistant to provide comprehensive support to senior executives. This role entails managing multilingual communications, organizing international engagements, and maintaining high-level coordination. The ideal candidate should be quick on their feet, articulate, and exude professionalism, with a strong presence and a natural ability to adapt to dynamic environments. Frequent overseas travel and regular interaction with high-level clientele—particularly from China—are essential.

### Responsibilities

- Deliver daily administrative and personal support to executives.
- Translate both written and verbal content among English, Thai, and Mandarin.
- Schedule meetings and appointments and manage travel logistics.
- Participate in business meetings, providing real-time support and documentation.
- Interface with clients and partners, especially Mandarin-speaking stakeholders.
- Uphold strict confidentiality and demonstrate discretion at all times.
- Support special assignments and handle miscellaneous duties as needed.

**Qualifications & Skills**

- Open to recent university graduates.
- Bachelor's degree in Business, Communications, Languages, or a related discipline.
- Proficiency in English and Mandarin, both spoken and written.
- Professional and polished personal presentation.
- Exceptional communication and interpersonal abilities.
- Quick-thinking, numerically literate, and able to make fast, sound decisions.
- Available and willing to travel internationally on a regular basis.
- Prior experience working with Chinese clientele or in multicultural settings is advantageous.
- Knowledge of Hong Kong business customs and travel procedures is a plus.
- Experience as a Personal Assistant or in a similar support role is preferred but not required.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

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**Company Description**