



PR/118020 | Receptionist and Administrator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1557713

Industry

Legal

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 03:00

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

OVERVIEW

Our client is Japanese Company, now seeking for an experienced candidate to join as Receptionist and Admin (Workplace around BTS Pleonchit, Bangkok)

Position: Receptionist and Admin

Location: BTS Pleon Chit, Bangkok

Business: Law and Legal firm.

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Responsible for secretary supporting, admin, receptionist.
- Greeting Visitors & Clients
- Telephone Management
- Reception Area Management
- Meeting Room Management
- Whistleblower Call Handling
- Mail & Document Management
- Courier Coordination
- Housekeeping Coordination
- Event Support
- Other tasks as assigned in related tasks by manager.

JOB REQUIREMENTS

- The salary range around 20,000 – 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher in English.
- Over 2 years' experience with Admin, Receptionist, Secretary.
- Ability to communicate in English with foreign.
- Having TOEIC score to guarantee English skill will be advantage
- Able to work OT and support urgent cases.
- Able to use computer literacy in MS Office, Excel.
- Able to travel to work around BTS Pleon Chit, Bangkok.

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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Company Description