

タイの求人なら JAC Recruitment Thailand

PR/117948 | Japanese Speaking Secretary to President

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1558995

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 4th, 2025 07:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Title: Secretary to President (Japanese Speaking)

Location: Ladkrabang, Bangkok Employment Type: Full-time Salary Range: 40,000-50,000 THB

Languages Required: Japanese (JLPT N2 or above), English (Conversational)

Job Description

Our client is seeking a professional and detail-oriented Secretary to the President to join their team. This role is ideal for candidates with strong Japanese language skills and experience in executive support.

Responsibilities:

- Provide administrative and secretarial support to the President
- Manage schedules, travel arrangements, and meeting logistics

- Translate documents and interpret during meetings (Japanese, Thai, English)
- · Coordinate with internal departments and external stakeholders
- · Handle confidential information with discretion
- · Support ad hoc tasks and executive projects

Qualifications

- · Bachelor's degree in any field
- 1-2 years of experience as a secretary or executive assistant
- Japanese proficiency at JLPT N2 or above
- Good command of English (spoken and written)
- · Strong organizational and time management skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)

Benefits

- · Competitive salary and performance bonus
- · Health and accident insurance
- · Annual leave and company holidays
- · Career development opportunities
- · Multicultural working environment

How to Apply

Interested candidates, please submit your updated CV by click "APPLY"

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.

Privacy Policy Link: https://www.jac-recruitment.th/privacy-policy Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

Company Description