



## 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**

September 23rd, 2025 10:23

### 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.

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#### Company Description