



## PR/118020 | Receptionist and Administrator

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1560880

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 11:30

### 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

**OVERVIEW**

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

Position: Admin and Receptionist

Location: BTS Pleon Chit, Bangkok

Business: Consulting 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 1 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