



PR/118465 | Executive Assistant with JLPT N1 or equivalent

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1565032

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 9th, 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

Executive Assistant JLPT N1 or equivalent

Key Responsibilities:

- Provide full administrative and executive support, including managing calendars, scheduling meetings, preparing reports, drafting presentations, and recording minutes.
- Perform interpretation and translation (Thai–Japanese–English) for confidential and sensitive matters.
- Assist with projects related to business development, marketing, and sales when required.
- Represent the company at meetings and conferences, acting as an official interpreter to facilitate discussions.
- Review and verify documents before obtaining management approval.
- Handle special assignments from senior management.
- Support shareholder meetings and client engagements, including those held outside Bangkok.
- Coordinate domestic and international travel arrangements, including flights, accommodations, and itineraries.

Qualifications:

- Japanese language proficiency at JLPT N1 level or equivalent (mandatory).
- Minimum 5 years of experience as an executive secretary or Japanese interpreter.

- Experience in marketing, business development, or sales is a plus.
- Strong memory, adaptability, and ability to perform under pressure.
- Excellent multitasking skills to manage multiple requests from Japanese stakeholders.
- Deep understanding of cultural and conceptual differences between Thai and Japanese business practices.
- Proficient in English with a TOEIC score of 600+.
- Willingness to work occasional Saturdays.
- Comfortable working in a factory setting and able to travel to Ladkrabang as needed.

Benefits:

- Transportation allowance
- Health insurance
- Shuttle bus
- Uniform
- Annual Health Check
- Diligent Allowance
- Bonus
- Food Allowance

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