



タイの求人なら
JAC Recruitment Thailand

PR/118471 | Personal Assistant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1565038

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 23rd, 2025 08:00

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

???????? Job Title: Personal Assistant???? Location: Bangkok, Thailand???? Salary: THB 35,000–40,000/month????

Employment Type: Full-time???? Job Summary

We are seeking a highly organized and proactive Personal Assistant with 3+ years of experience to support senior management in day-to-day operations. The ideal candidate will possess excellent communication skills in English and Thai, strong attention to detail, and the ability to manage multiple tasks efficiently.

???? Key Responsibilities

- Provide administrative and personal support to executives
- Manage calendars, schedule meetings, and coordinate travel arrangements
- Prepare reports, presentations, and correspondence in English and Thai
- Handle confidential information with discretion
- Liaise with internal departments and external stakeholders
- Assist in organizing company events and activities
- Monitor and follow up on tasks and deadlines

Qualifications

- Minimum 3 years of experience as a Personal Assistant or Executive Assistant
- Strong command of English and Thai (spoken and written)
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and time management skills
- High level of professionalism and discretion
- Ability to work independently and under pressure

??? Preferred Attributes

- Positive attitude and proactive mindset
- Strong interpersonal and problem-solving skills
- Experience working in a fast-paced environment

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