

# 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

November 11th, 2025 11:02

### 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