



## PR/118637 | Executive Secretary to CEO

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1568983

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 13th, 2026 11:01

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Executive Secretary to CEO (Japanese Speaking)

Location : Bangkok

Salary : 50,000 - 80,000 THB

- Bachelor's Degree or higher
- 5-10 years of professional experience of
- Secretary at the CEO level.
- Working with Japanese company is a plus.
- English & Japanese (JLPT2)

### Responsibilities

- Deliver thorough administrative and secretarial assistance to the CEO.
- Manage urgent and time-critical matters with precision and efficiency.
- Serve as the communication bridge between the CEO and both internal and external stakeholders.
- Oversee the CEO's schedule, arrange meetings, and coordinate appointments.

- Carry out additional administrative duties as directed by the CEO.

**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