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JAC Recruitment Thailand

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