



PR/118707 | Secretary / Administrative & Executive Assistant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1569753

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 20th, 2026 11:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Secretary / Administrative & Executive Assistant

Salary : 20-30K

Location : Phuket

Key Responsibilities

- Handle general secretarial and administrative tasks
- Prepare, format, and manage company documents and internal records
- Draft and maintain contracts with accuracy and precision
- Utilize company templates, including those designed in Figma
- Prepare commercial proposals following approved layouts and structures
- Create and update internal forms, reports, and documentation
- Manage spreadsheets, databases, and tracking systems
- Work with numerical data, perform calculations, and verify accuracy
- Apply AI tools to enhance efficiency, research, and document preparation
- Conduct basic research (information gathering, data collection, market or supplier research)
- Summarize and present structured information for management
- Assist with coordination, follow-ups, and task tracking for management
- Support internal workflows and daily operational processes
- Adhere strictly to company guidelines, templates, and instructions

Requirements

- Strong attention to detail and accuracy
- Confidence in handling documents, numbers, and structured data
- Solid mathematical skills and ability to verify calculations
- Proficiency in spreadsheets (Google Sheets / Excel)
- Basic to intermediate knowledge of Figma
- Interest in AI tools and digital productivity systems
- Ability to work with templates and structured workflows
- Quick learner with professional growth mindset
- Proactive, curious, and responsible attitude
- Strong research, analytical, and organizational skills
- Good communication and coordination abilities
- Diploma or Bachelor's degree in a relevant field preferred
- Prior experience in administrative, secretary, or assistant roles is an advantage but not mandatory

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Company Description