



PR/118797 | Secretary (Chinese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1572273

Industry

Other (Consulting and Professional Services)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 13:01

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

We are seeking a highly organized and proactive **Secretary** to support the President in managing multiple businesses. The ideal candidate will act as a key liaison between the President and internal/external stakeholders, ensuring smooth operations and effective communication.

Responsibility

- Provide comprehensive administrative support to the President across multiple businesses.
- Perform real-time interpretation (Chinese, English, Thai) during meetings and events.
- Summarize meeting discussions and prepare accurate reports.
- Coordinate and manage travel arrangements, including flight and hotel bookings.
- Schedule and organize meetings with executives and partners.
- Accompany the President to meetings, conferences, and occasional overseas trips.
- Handle confidential information with discretion and professionalism.
- Drive the President to meetings or events when required.

Qualifications:

- Bachelor's degree in Business Administration, Languages, or related field.
- Minimum 2–4 years of experience as Secretary or Executive Assistant.
- Proficiency in **Chinese (HSK 5+)** and **English**; strong Thai communication skills.
- Excellent interpretation and translation skills
- Strong organizational and multitasking abilities.
- Ability to travel overseas occasionally and work flexible hours.
- Valid driver's license and ability to drive.
- Professional demeanor and ability to work under pressure.
- Prior experience as an executive secretary or similar role is an advantage

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Company Description