



PR/119233 | Junior Secretary (Japanese-speaking, JLPT N3 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1582440

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 04:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Junior Secretary (Japanese-speaking, JLPT N3 or above)

Salary: 40,000 – 60,000 THB/Month

Working Hours: Monday - Friday 9:00 - 18:00

Location: Bangkok, Accessible by MRT/BTS

Responsibilities:

- Facilitate meetings with partners to explore and develop new business opportunities across Asia.
- Provide interpretation support during discussions with regional stakeholders.
- Translate documents between Japanese, Thai, and English.

- Oversee projects from planning and scheduling sales—working closely with the Japanese management team.
- Promote events across multiple Asian territories.
- Coordinate cross-border project progression with teams based in Japan.
- Handle payment collection and manage remittances to the regional headquarters.
- Negotiate broadcasting and distribution rights with partners.
- Support content acquisition from Thailand and assist in securing overseas broadcasting rights (future scope).
- Perform general administrative tasks and provide operational support as needed.

Qualifications:

- Genuine interest in the entertainment industry, preferably with experience in cinemas, event management, or related fields.
- Willingness and ability to travel frequently within Asia.
- Strong communication and interpersonal skills, with a flexible and adaptable personality.
- Comfortable managing multiple tasks simultaneously and working with partners from diverse cultural backgrounds.
- Prior experience working in an organization with Japanese business culture is an advantage.
- Able to maintain an intensive travel schedule (suitable for candidates without heavy personal obligations).
- Japanese proficiency equivalent to intermediate level (N3 or higher).
- Intermediate-level English proficiency or above for communication with regional teams.

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