



PR/119112 | Personal Assistant - Japanese Speaking

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1583897

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Personal Assistant to CEO – Japanese Speaking

Business: Retail Company

Location: Bangkok (BTS line)

Our client is a well-established Japanese retail company, operating a strong presence across Thailand and the region. They are currently seeking a Japanese Speaking Personal Assistant to CEO to provide dedicated and high-level support to the Chief Executive Officer.

This role is ideal for a professional, organized, and discreet individual who is experienced in supporting senior executives and comfortable working in a fast-paced retail business environment.

Role Overview

Reporting directly to the CEO, the Personal Assistant will be responsible for managing executive schedules, communications, and coordination with internal teams, regional offices, and Japanese headquarters. The role requires close interaction with Japanese stakeholders and strong understanding of business priorities in the retail industry.

Key Responsibilities

- Provide comprehensive personal and administrative support to the CEO
- Manage calendars, appointments, meetings, and business travel arrangements
- Act as a key liaison between the CEO, Japanese headquarters, vendors, and internal teams.
- Prepare executive reports, presentations, and retail business documents
- Coordinate management meetings, store-related visits, and executive events
- Support communication with retail operations, merchandising, and corporate teams
- Handle sensitive and confidential information with professionalism
- Provide ad-hoc support on CEO-driven initiatives and retail expansion projects

Candidate Profile

- Japanese language proficiency (Business to Fluent level – JLPT N1)
- Strong English communication skills (spoken and written)
- Bachelor's degree in Business Administration, Japanese Studies, or related fields
- Experience as a Personal Assistant or Executive Assistant supporting senior management
- Experience within retail, FMCG, trading, or customer-focused industries is an advantage
- Excellent organization, multitasking, and time-management skills
- High level of discretion, professionalism, and attention to detail
- Comfortable working in a dynamic, fast-moving business environment
- What's on Offer
- Opportunity to work directly with top executive leadership
- Exposure to strategic decision-making within a growing retail business
- Stable role within a Japanese organization
- Competitive salary and benefits
- International, professional, and structured working culture

How to Apply

Interested candidates are invited to submit their CV by click "APPLY".

All applications will be treated with the strictest confidentiality by the recruitment agency.

Only shortlisted candidates will be contacted.

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