



PR/119917 | Administrative Assistant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1600025

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 4th, 2026 09:00

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

Administrative Assistant (Chinese–Thai Speaking)

Salary based on experience

Location : Bangkok

Work remotely during the initial stage of the company set-up

We are seeking a Thai Administrative Assistant with strong Chinese communication skills to support daily operations and coordination tasks.

Requirements

- Proficiency in Chinese for effective communication.
- Ability to manage routine administrative duties and coordinate activities.
- Strong interpersonal and organizational skills.
- 1–3 years of experience in administration or coordination roles preferred.

Compensation

- Salary is negotiable and will be based on experience and qualifications.

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