



PR/119968 | JS SECRETARY

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1600905

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 7th, 2026 10:14

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Basic

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

JS Secretary (Japanese Staff Secretary)

### Key Responsibilities

- Provide day-to-day administrative and personal support to approximately 18 Japanese employees.
- Coordinate travel and logistics arrangements, including restaurant reservations, hotel bookings, transportation, and flight reservations.
- Perform general clerical and administrative duties to ensure smooth office operations.
- Collect, organize, and maintain accounting-related documents and records.
- Assist with translation and interpretation between Japanese and local employees to facilitate effective communication.

- Act as a key point of contact and provide comprehensive support to Japanese staff on various business and operational matters as required.

#### Requirements

- Experience working in or supporting a Japanese company environment.
- Strong interpersonal and service-minded attitude with a supportive and proactive approach.
- Proficient in Microsoft Office applications, including Word, Excel, and other office software.
- Understanding of Japanese business culture, etiquette, and workplace practices.
- Good communication and coordination skills, with the ability to work effectively with both Japanese and local staff.

**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