



PR/120006 | Japanese-speaking Secretary (JLPT N2 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1602435

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 15:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Japanese-speaking Secretary (JLPT N2 or above)

Workplace Area: Bangkok, Sukhumvit line

Working time: Monday – Friday 08:30 - 17:50 P.M.

Salary: 40,000 – 48,000 depending on experience

Position Overview:

The Secretary will provide administrative and sales support to Japanese management and the sales team. The role involves coordinating communication between Japanese expatriates and internal departments, preparing business documents, arranging meetings, recording minutes, supporting customer relations, and ensuring smooth day-to-day operations.

Job Responsibilities:

Secretary Functions

- Act as a liaison between Japanese management and internal departments to ensure effective communication and coordination.
- Arrange meetings, prepare meeting agendas, and record meeting minutes.
- Prepare and maintain business documents, reports, presentations, and correspondence in Japanese, English, and Thai.
- Coordinate schedules, appointments, and business-related activities for management.
- Follow up on action items and support management in administrative tasks.

Sales Coordinator Functions

- Prepare sales-related documents including quotations, reports, contracts, and other documentation.
- Coordinate with customers, suppliers, and internal departments regarding sales activities and project progress.
- Visit customer sites to provide after-sales service support and maintain good customer relationships.
- Support the sales team in handling inquiries, order processing, and project coordination.
- Cooperate closely with Japanese management, sales representatives, and operational departments to ensure smooth business operations.
- Monitor project status and ensure timely communication with all related parties.

Qualifications:

- Bachelor's Degree in Business Administration, Japanese Studies, Marketing, or any related field.
- Minimum 3 years of experience as a Secretary, Sales Coordinator, Sales Support, or in a Japanese-related business environment.
- Good command of Japanese language with JLPT N2 level or above.
- Good command of English for business communication.
- Strong communication, coordination, and interpersonal skills.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint).
- Able to work independently and manage multiple tasks effectively.

Preferred Qualifications:

- Experience working with Japanese companies or Japanese expatriates.
- Experience in meeting coordination, minute-taking, and business document preparation.
- Knowledge of sales administration and customer support processes.

Welfare and Benefits:

- Provident Fund (After passing the probation)
- Staff training and development
- Overtime
- Social security
- Accident Insurance
- Annual trip or party
- Attendance bonus or other special compensation
- Performance/results-based bonus

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Company Description