



## PR/120072 | Executive Assistant

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1603129

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

September 1st, 2026 02:00

### 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

**Responsibilities:**

1. Schedule meetings and coordinate.
2. Prepare all documents.
3. Organize and maintain documents systematically.
4. Marketing tasks, both domestic and international.
5. Receiving and sending official letters or email.
6. Other tasks as assigned.

**Qualifications:**

1. Bachelor's degree in business administration, Secretarial Studies, Management, or other related fields.
2. At least 3 years of experience of related roll .
3. Proficient in Microsoft Office (Word, Excel, and PowerPoint).
4. Excellent English communication skills.
5. Strong planning, prioritizing, and time management skills.
6. Excellent coordination, follow-up, and communication skills.
7. Meticulous, honest, and able to maintain confidentiality.
8. Able to work under pressure and flexible hours.
9. Experience assisting senior executives will be considered an advantage.

**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