



PR/120091 | Executive Secretary (Japanese Speaking N1)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1603138

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 21st, 2026 11:08

General Requirements

Minimum Experience Level

Over 1 year

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

Key Responsibilities:

- Provide comprehensive administrative support to senior executives, including calendar management, document preparation, and travel coordination.
- Coordinate and facilitate company events, executive meetings, and management-related activities.
- Oversee corporate documentation, including the issuance of certified documents and liaising with the Department of Business Development (DBD) to obtain updated company records when required.
- Handle special assignments and lead cross-functional projects as delegated by management.
Serve as a key liaison between executives and internal departments to ensure effective communication and smooth operations.
- Carry out additional duties and responsibilities assigned by management.

Qualifications:

- Bachelor's degree in Business Administration, Management, or a related discipline.
- Proven experience in administration, executive support, meeting coordination, and confidential information management.
- Strong ability to anticipate and support executive requirements with professionalism, discretion, and business awareness.
- Excellent organizational and time-management skills, with the ability to prioritize multiple tasks in a fast-paced environment.
- Strong communication and interpersonal skills.

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