

PR/120826 | JS secretary & Admin and HR

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623947

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:22

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

OVERVIEW
Our client is Japanese Company, now seeking for an experienced candidate to join as Secretary, Admin & HR, Factory Management (Japanese Speaking JLPT N2 or above) (Workplace around Pathumthani)

Position: Secretary, Admin & HR, Factory Management (Japanese Speaking JLPT N2 or above)

Location: Navanakorn, Pathumthani

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- Handling Secretary, HR and Admin, all general secretarial duties.
- Provide comprehensive administrative support to executives, including schedule management, document preparation, and coordinating travel arrangements.
- Provide administrative support to the Managing Director who visits Thailand from Japan.
- Assist in planning and executing company events and management-level meetings.
- Manage schedules, coordinate meetings, and prepare necessary documentation.
- Act as an interpreter Japanese Thai for internal and external communication.
- Attend secretary meetings twice times per year.
- Accompany the MD on client visits and provide interpretation and translation support as required.
- Lead special assignments or cross-departmental projects as delegated by management.
- Proposing improvement plans and specific countermeasures to support decision-making and control the field of management.
- Possessing a risk management perspective, approach tasks with a risk management perspective.
- Communicate and coordinate with the secretary based in other country.
- Support basic HR functions, including salary processing and related administrative tasks.
- Perform additional tasks as assigned.

JOB REQUIREMENTS

- The salary range around 80,000 – 90,000 THB
- Graduate in institution of education level, bachelor’s degree or higher in Japanese, English or any related field.
- Holding at least Japanese JLPT N2 Certificate or above
- Must have own car and driving license, able to drive car
- Over 8 years’ Experience in Secretary, Admin, HR in manufacturing business will be advantage.
- Professional Secretary style, Service mind, familiar with Japanese culture, work in business planning
- Provide advice directly to the top management level.
- Collaborative mindset with strong interpersonal and communication skills.
- Able to share the same perspective as the executive.
- Excellent time management skills, able to prioritize and manage multiple concurrent tasks effectively.
- Strong professional communication skills, both written and verbal, in Thai, Japanese, and English.
- Able to use computer literacy in MS Office, Excel.
- Able to travel to work in Navanakorn, Pathum Thani.

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.

Privacy Policy Link: https://www.jac-recruitment.th/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

Company Description