



PR/117203 | Executive Assistant (Japanese Speaking - N1, N2)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント タイランド

求人ID

1540378

業種

その他

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年06月04日 12:01

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

We're doing business in trading about Automotive parts & Machinery parts, currently looking for Executive Assistant to support running business smoother.

Job Title: Executive Assistant (Japanese Speaking - N1, N2)

Business Type: Trading - Automotive parts & Machinery parts

Location: Bangchak, Bangkok

Job Type: Full-Time, Monday-Friday 08:30-17:30 hrs.

Responsibilities:

- Coordinate between Japanese boss and Thai staff
- Responsible for managing back office documents related to sales
- Coordinate and contact with people related to the organization such as customers, suppliers, factories
- Purchasing as assigned
- Other tasks assigned by Managing Director and Sales manager

Qualifications:

- Bachelor's degree and above
- Able to communicate in Japanese at N2 level and above
- Have basic English communication skills
- Leadership skills
- Have good negotiation and coordination skills, can solve immediate problems
- Have a good attitude, be cheerful, diligent, patient and enthusiastic in working.

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

会社説明