



## PR/117154 | Corporate Management Support

### 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

1540626

#### 業種

化学・素材

#### 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 08:00

### 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

#### Corporate Management Support

Location: Bangkok

#### Key Responsibilities:

- Assist with company secretary duties to ensure adherence to the Securities and Exchange Act, while also managing the reporting of relevant information to the Stock Exchange of Thailand (SET) and the Securities and Exchange Commission (SEC).
- Facilitate well-structured meetings for the board of directors and shareholders across the company and its affiliates, ensuring compliance with SET regulations and the Public Companies Act.
- Oversee the organization of executive meetings.

#### Qualifications:

- Possesses excellent interpersonal skills and strong coordination abilities.
- Demonstrates proficiency in English across all areas, including speaking, listening, reading, and writing.

**Preferred Attributes:**

- Holds a diploma or bachelor's degree in Liberal Arts (English), Law, or a related discipline.
- Open to fresh graduates with strong English proficiency.

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会社説明