



## PR/118020 | Receptionist and Administrator

### 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

1558199

#### 業種

法律事務所

#### 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09月16日 10:53

### 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

#### OVERVIEW

Our client is Japanese Company, now seeking for an experienced candidate to join as Receptionist and Admin (Workplace around BTS Pleonchit, Bangkok)

Position: Receptionist and Admin

Location: BTS Pleon Chit, Bangkok

Business: Law and Legal firm.

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

## JOB RESPONSIBILITIES

- Responsible for secretary supporting, admin, receptionist.
- Greeting Visitors & Clients
- Telephone Management
- Reception Area Management
- Meeting Room Management
- Whistleblower Call Handling
- Mail & Document Management
- Courier Coordination
- Housekeeping Coordination
- Event Support
- Other tasks as assigned in related tasks by manager.

## JOB REQUIREMENTS

- The salary range around 20,000 – 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher in English.
- Over 2 years' experience with Admin, Receptionist, Secretary.
- Ability to communicate in English with foreign.
- Having TOEIC score to guarantee English skill will be advantage
- Able to work OT and support urgent cases.
- Able to use computer literacy in MS Office, Excel.
- Able to travel to work around BTS Pleon Chit, Bangkok.

**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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会社説明