



PR/117948 | Japanese Speaking Secretary to President

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

1558995

業種

自動車・自動車部品

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11月18日 14:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Title: Secretary to President (Japanese Speaking)

Location: Ladkrabang, Bangkok

Employment Type: Full-time

Salary Range: 40,000-50,000 THB

Languages Required: Japanese (JLPT N2 or above), English (Conversational)

Job Description

Our client is seeking a professional and detail-oriented Secretary to the President to join their team. This role is ideal for candidates with strong Japanese language skills and experience in executive support.

Responsibilities:

- Provide administrative and secretarial support to the President
- Manage schedules, travel arrangements, and meeting logistics

- Translate documents and interpret during meetings (Japanese, Thai, English)
- Coordinate with internal departments and external stakeholders
- Handle confidential information with discretion
- Support ad hoc tasks and executive projects

Qualifications

- Bachelor's degree in any field
- 1–2 years of experience as a secretary or executive assistant
- Japanese proficiency at JLPT N2 or above
- Good command of English (spoken and written)
- Strong organizational and time management skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)

Benefits

- Competitive salary and performance bonus
- Health and accident insurance
- Annual leave and company holidays
- Career development opportunities
- Multicultural working environment

How to Apply

Interested candidates, please submit your updated CV by click "APPLY"

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