



PR/118465 | Executive Assistant with JLPT N1 or equivalent

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

1565032

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11日 11:02

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

Executive Assistant JLPT N1 or equivalent

Key Responsibilities:

- Provide full administrative and executive support, including managing calendars, scheduling meetings, preparing reports, drafting presentations, and recording minutes.
- Perform interpretation and translation (Thai-Japanese-English) for confidential and sensitive matters.
- Assist with projects related to business development, marketing, and sales when required.
- Represent the company at meetings and conferences, acting as an official interpreter to facilitate discussions.
- Review and verify documents before obtaining management approval.
- Handle special assignments from senior management.
- Support shareholder meetings and client engagements, including those held outside Bangkok.
- Coordinate domestic and international travel arrangements, including flights, accommodations, and itineraries.

Qualifications:

- Japanese language proficiency at JLPT N1 level or equivalent (mandatory).
- Minimum 5 years of experience as an executive secretary or Japanese interpreter.

- Experience in marketing, business development, or sales is a plus.
- Strong memory, adaptability, and ability to perform under pressure.
- Excellent multitasking skills to manage multiple requests from Japanese stakeholders.
- Deep understanding of cultural and conceptual differences between Thai and Japanese business practices.
- Proficient in English with a TOEIC score of 600+.
- Willingness to work occasional Saturdays.
- Comfortable working in a factory setting and able to travel to Ladkrabang as needed.

Benefits:

- Transportation allowance
- Health insurance
- Shuttle bus
- Uniform
- Annual Health Check
- Diligent Allowance
- Bonus
- Food Allowance

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