



PR/118637 | Executive Secretary to CEO

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

1568983

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

2026年01月27日 05:00

応募必要条件

職務経験

6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

Executive Secretary to CEO (Japanese Speaking)

Location : Bangkok

Salary : 50,000 - 80,000 THB

- Bachelor's Degree or higher
- 5-10 years of professional experience of
- Secretary at the CEO level.
- Working with Japanese company is a plus.
- English & Japanese (JLPT2)

Responsibilities

- Deliver thorough administrative and secretarial assistance to the CEO.
- Manage urgent and time-critical matters with precision and efficiency.
- Serve as the communication bridge between the CEO and both internal and external stakeholders.
- Oversee the CEO's schedule, arrange meetings, and coordinate appointments.

- Carry out additional administrative duties as directed by the CEO.

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明