



PR/119233 | Junior Secretary (Japanese-speaking, JLPT N3 or above)

#### 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

1582440

#### 業種

アミューズメント・エンターテインメント

#### 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05月12日 14:00

#### 応募必要条件

#### 職務経験

1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

日常会話レベル

#### 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

Junior Secretary (Japanese-speaking, JLPT N3 or above)

Salary: 40,000 – 60,000 THB/Month

Working Hours: Monday - Friday 9:00 - 18:00

Location: Bangkok, Accessible by MRT/BTS

Responsibilities:

- Facilitate meetings with partners to explore and develop new business opportunities across Asia.
- Provide interpretation support during discussions with regional stakeholders.
- Translate documents between Japanese, Thai, and English.

- Oversee projects from planning and scheduling sales—working closely with the Japanese management team.
- Promote events across multiple Asian territories.
- Coordinate cross-border project progression with teams based in Japan.
- Handle payment collection and manage remittances to the regional headquarters.
- Negotiate broadcasting and distribution rights with partners.
- Support content acquisition from Thailand and assist in securing overseas broadcasting rights (future scope).
- Perform general administrative tasks and provide operational support as needed.

Qualifications:

- Genuine interest in the entertainment industry, preferably with experience in cinemas, event management, or related fields.
- Willingness and ability to travel frequently within Asia.
- Strong communication and interpersonal skills, with a flexible and adaptable personality.
- Comfortable managing multiple tasks simultaneously and working with partners from diverse cultural backgrounds.
- Prior experience working in an organization with Japanese business culture is an advantage.
- Able to maintain an intensive travel schedule (suitable for candidates without heavy personal obligations).
- Japanese proficiency equivalent to intermediate level (N3 or higher).
- Intermediate-level English proficiency or above for communication with regional teams.

**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