



PR/119112 | Personal Assistant - Japanese Speaking

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

1583897

業種

小売

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06月02日 04:00

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

流暢

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

Personal Assistant to CEO – Japanese Speaking

Business: Retail Company

Location: Bangkok (BTS line)

Our client is a well-established Japanese retail company, operating a strong presence across Thailand and the region. They are currently seeking a Japanese Speaking Personal Assistant to CEO to provide dedicated and high-level support to the Chief Executive Officer.

This role is ideal for a professional, organized, and discreet individual who is experienced in supporting senior executives and comfortable working in a fast-paced retail business environment.

Role Overview

Reporting directly to the CEO, the Personal Assistant will be responsible for managing executive schedules, communications, and coordination with internal teams, regional offices, and Japanese headquarters. The role requires close interaction with Japanese stakeholders and strong understanding of business priorities in the retail industry.

Key Responsibilities

- Provide comprehensive personal and administrative support to the CEO
- Manage calendars, appointments, meetings, and business travel arrangements
- Act as a key liaison between the CEO, Japanese headquarters, vendors, and internal teams.
- Prepare executive reports, presentations, and retail business documents
- Coordinate management meetings, store-related visits, and executive events
- Support communication with retail operations, merchandising, and corporate teams
- Handle sensitive and confidential information with professionalism
- Provide ad-hoc support on CEO-driven initiatives and retail expansion projects

Candidate Profile

- Japanese language proficiency (Business to Fluent level – JLPT N1)
- Strong English communication skills (spoken and written)
- Bachelor's degree in Business Administration, Japanese Studies, or related fields
- Experience as a Personal Assistant or Executive Assistant supporting senior management
- Experience within retail, FMCG, trading, or customer-focused industries is an advantage
- Excellent organization, multitasking, and time-management skills
- High level of discretion, professionalism, and attention to detail
- Comfortable working in a dynamic, fast-moving business environment
- What's on Offer
- Opportunity to work directly with top executive leadership
- Exposure to strategic decision-making within a growing retail business
- Stable role within a Japanese organization
- Competitive salary and benefits
- International, professional, and structured working culture

How to Apply

Interested candidates are invited to submit their CV by click "APPLY".
All applications will be treated with the strictest confidentiality by the recruitment agency.

Only shortlisted candidates will be contacted.

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