



PR/119917 | Administrative Assistant

**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

1600025

業種

土木

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26日 16:34

**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

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**

**Administrative Assistant (Chinese–Thai Speaking)**

Salary based on experience

**Location** : Bangkok

**Work remotely during the initial stage of the company set-up**

We are seeking a Thai Administrative Assistant with strong Chinese communication skills to support daily operations and coordination tasks.

### Requirements

- Proficiency in Chinese for effective communication.
- Ability to manage routine administrative duties and coordinate activities.
- Strong interpersonal and organizational skills.
- 1–3 years of experience in administration or coordination roles preferred.

### Compensation

- Salary is negotiable and will be based on experience and qualifications.

**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