



PR/119968 | JS SECRETARY

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

1600905

業種

その他（メーカー）

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07月07日 10:14

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

基礎会話レベル

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

JS Secretary (Japanese Staff Secretary)

Key Responsibilities

- Provide day-to-day administrative and personal support to approximately 18 Japanese employees.
- Coordinate travel and logistics arrangements, including restaurant reservations, hotel bookings, transportation, and flight reservations.
- Perform general clerical and administrative duties to ensure smooth office operations.
- Collect, organize, and maintain accounting-related documents and records.
- Assist with translation and interpretation between Japanese and local employees to facilitate effective communication.

- Act as a key point of contact and provide comprehensive support to Japanese staff on various business and operational matters as required.

Requirements

- Experience working in or supporting a Japanese company environment.
- Strong interpersonal and service-minded attitude with a supportive and proactive approach.
- Proficient in Microsoft Office applications, including Word, Excel, and other office software.
- Understanding of Japanese business culture, etiquette, and workplace practices.
- Good communication and coordination skills, with the ability to work effectively with both Japanese and local staff.

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会社説明