



PR/120091 | Executive Secretary (Japanese Speaking N1)

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

1603138

業種

自動車・自動車部品

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08月04日 02:00

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

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

Key Responsibilities:

- Provide comprehensive administrative support to senior executives, including calendar management, document preparation, and travel coordination.
- Coordinate and facilitate company events, executive meetings, and management-related activities.
- Oversee corporate documentation, including the issuance of certified documents and liaising with the Department of Business Development (DBD) to obtain updated company records when required.
- Handle special assignments and lead cross-functional projects as delegated by management. Serve as a key liaison between executives and internal departments to ensure effective communication and smooth operations.
- Carry out additional duties and responsibilities assigned by management.

Qualifications:

- Bachelor's degree in Business Administration, Management, or a related discipline.
- Proven experience in administration, executive support, meeting coordination, and confidential information management.
- Strong ability to anticipate and support executive requirements with professionalism, discretion, and business awareness.
- Excellent organizational and time-management skills, with the ability to prioritize multiple tasks in a fast-paced environment.
- Strong communication and interpersonal skills.

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