JAC Recruitment
タイの求人なら
JAC Recruitment Thailand

PR/120725 | Japanese Speaking Admin

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
1621742

業種
不動産仲介・管理

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11月10日 11:17

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
日常会話レベル

日本語レベル
ビジネス会話レベル

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

Key Responsibilities

- Provide comprehensive administrative support to management and office operations.
- Coordinate communication between Japanese expatriates, management, and local staff.
- Manage documentation, reporting, correspondence, and translation support as required.
- Liaise with external parties, including suppliers, service providers, and relevant authorities.
- Support HR and general affairs functions, including employee administration and office coordination.
- Organize meetings, travel arrangements, company activities, and business schedules.
- Maintain office facilities, supplies, and administrative processes to ensure operational efficiency.
- Ensure compliance with internal procedures and company policies.

- Prepare and maintain reports, records, and other business-related documentation.
- Perform ad hoc assignments and special projects as assigned by management.

Qualifications

- Bachelor's degree in any field
- JLPT N3 or above (Intermediate level or higher)
- 1-3 years of experience in Administration, General Affairs, Coordinator, or related functions
- Good communication and coordination skills in Japanese and Thai
- Detail-oriented, organized, and able to manage multiple tasks effectively
- Positive attitude, proactive mindset, and willingness to learn
- Able to work independently and as part of a multicultural team
- Proficient in Microsoft Office applications
- Available to start in January 2027 preferred.

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