

PR/120826 | JS secretary & Admin and HR

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
1623947

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11月24日 10:22

応募必要条件

職務経験
6年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
流暢レベル

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

OVERVIEW
Our client is Japanese Company, now seeking for an experienced candidate to join as Secretary, Admin & HR, Factory Management (Japanese Speaking JLPT N2 or above) (Workplace around Pathumthani)

Position: Secretary, Admin & HR, Factory Management (Japanese Speaking JLPT N2 or above)

Location: Navanakorn, Pathumthani

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- Handling Secretary, HR and Admin, all general secretarial duties.
- Provide comprehensive administrative support to executives, including schedule management, document preparation, and coordinating travel arrangements.
- Provide administrative support to the Managing Director who visits Thailand from Japan.
- Assist in planning and executing company events and management-level meetings.
- Manage schedules, coordinate meetings, and prepare necessary documentation.
- Act as an interpreter Japanese Thai for internal and external communication.
- Attend secretary meetings twice times per year.
- Accompany the MD on client visits and provide interpretation and translation support as required.
- Lead special assignments or cross-departmental projects as delegated by management.
- Proposing improvement plans and specific countermeasures to support decision-making and control the field of management.
- Possessing a risk management perspective, approach tasks with a risk management perspective.
- Communicate and coordinate with the secretary based in other country.
- Support basic HR functions, including salary processing and related administrative tasks.
- Perform additional tasks as assigned.

JOB REQUIREMENTS

- The salary range around 80,000 – 90,000 THB
- Graduate in institution of education level, bachelor’s degree or higher in Japanese, English or any related field.
- Holding at least Japanese JLPT N2 Certificate or above
- Must have own car and driving license, able to drive car
- Over 8 years’ Experience in Secretary, Admin, HR in manufacturing business will be advantage.
- Professional Secretary style, Service mind, familiar with Japanese culture, work in business planning
- Provide advice directly to the top management level.
- Collaborative mindset with strong interpersonal and communication skills.
- Able to share the same perspective as the executive.
- Excellent time management skills, able to prioritize and manage multiple concurrent tasks effectively.
- Strong professional communication skills, both written and verbal, in Thai, Japanese, and English.
- Able to use computer literacy in MS Office, Excel.
- Able to travel to work in Navanakorn, Pathum Thani.

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