



PR/116209 | Secretary

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1513338

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 12:18

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**OVERVIEW**

Our client is Japanese Company, now seeking for an experienced candidate to join as Secretary (Workplace around BTS Pleonchit, Bangkok)

Position: Secretary

Location: BTS Pleon Chit, Bangkok

Business: Law and Legal firm.

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

**JOB RESPONSIBILITIES**

- Responsible for secretary supporting Lawyer team.
- Support admin tasks with legal team.
- Translating and proofreading documents with English and Thai.
- Manage legal document, transcribing, and proofreading documents.
- Managing documents in paper form and electronic form, updating to company systems.
- Filing, organizing, scanning, and copying legal documents in a timely manner.
- Accounting support, daily and monthly expenses for lawyer team.
- Booking business trip, travelling arrangement.
- Coordinate with related department.
- Other tasks as assigned in related tasks by manager.

**JOB REQUIREMENTS**

- The salary range around 20,000 – 28,000 THB
- Graduate in institution of education level, bachelor's degree or higher in English.
- Over 2 years' experience with Secretary.
- Experience in Law firm will be advantage.
- Ability to communicate in English with foreign.
- Having TOEIC score to guarantee English skill will be advantage
- Able to work OT and support urgent cases.
- Able to use computer literacy in MS Office, Excel.
- Able to travel to work around BTS Pleon Chit, Bangkok.

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**Company Description**