



PR/116336 | Japanese Speaking Secretary

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513397

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 15:00

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

Job Title: Japanese Speaking Secretary

Location: Wattana, Bangkok (BTS accessibly)

About the Role: Our client is seeking a highly skilled and experienced Japanese Speaking Secretary to join their team. This is an excellent opportunity for a professional with a minimum of 5 years of corporate secretarial experience and fluency in both Japanese and English.

Key Responsibilities:

- Provide comprehensive secretarial and administrative support to senior management.
- Prepare and manage correspondence, reports, and documents in both Japanese and English.
- Organize and coordinate meetings, conferences, and travel arrangements.

- Handle confidential information with discretion and professionalism.
- Liaise with internal and external stakeholders, including Japanese-speaking clients and partners.
- Assist in the preparation of board meetings and other corporate governance activities.
- Ensure compliance with legal and regulatory requirements.

Candidate Requirements:

- Minimum of 5 years of experience in a corporate secretarial role.
- Proficiency in Japanese and English, both written and spoken.
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite and other relevant software.
- High level of professionalism and attention to detail.
- Ability to work independently and as part of a team.

How to Apply: If you meet the above criteria and are interested in this exciting opportunity, please submit your resume and a cover letter detailing your qualifications and experience by click "APPLY"

For more information about this role or other opportunities, please contact K. Namfon Aramprai at 087-108-2111.

Join our client's team and take the next step in your career!

Company Description