



## 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**

December 24th, 2024 12:21

### 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