



PR/116391 | Japanese Speaking Secretary (N2-N1) / Pratumthani / Up to 80K+

## Job Information

### Recruiter

JAC Recruitment Thailand

### Job ID

1513424

### Industry

Logistics, Storage

### Job Type

Permanent Full-time

### Location

Thailand

### Salary

Negotiable, based on experience

### Refreshed

December 24th, 2024 12:22

## 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

### Key Responsibilities:

- Provide comprehensive support to the Managing Director.
- Manage scheduling and document preparation for the MD.
- Serve as an interpreter between Japanese and Thai during meetings and client visits.
- Attend secretary meetings 1-2 times per year.
- Accompany the MD on client visits, providing interpretation and translation services.
- Communicate effectively with the secretary in foreign office.
- Handle HR/Admin related tasks.

### Benefits:

- Bonus yearly
- Meal allowance
- Shuttle service
- Position allowance
- Annual leave
- Insurance (Accidental will be obtain after 1 service year)
- Provident fund (after probation)
- Cost of living allowance

---

Company Description