



PR/115560 | Japanese Speaking Secretary / N2+ / Phrom Phong / Up to 40K

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1516319

Industry

Legal

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 4th, 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

Key Responsibilities:

- **Administrative Support:** Provide comprehensive administrative support to the staff, including managing calendars, scheduling meetings, and coordinating travel arrangements.
- **Document Management:** Prepare, format, and proofread documents, correspondence, and reports. Organize and maintain physical and electronic filing systems.
- **Client Interaction:** Serve as a point of contact for clients, answering phone calls, responding to emails, and managing client communications in a professional manner.
- **Office Management:** Oversee office supplies inventory, order materials as needed, and ensure office equipment is properly maintained.
- **Billing and Invoicing:** Assist with billing processes, including preparing invoices, tracking payments, and managing client accounts.
- **Research:** Conduct basic research and gather information to assist staff in case preparation.

- Meeting Coordination: Organize and prepare for meetings, including arranging conference rooms, preparing agendas, and distributing meeting materials.
- Time Management: Monitor and manage staff's time entries, ensuring accurate and timely submissions.
- Confidentiality: Handle sensitive information with the highest level of confidentiality and professionalism.

Qualifications:

- Bachelor's degree preferred.
- Minimum of 1 year of experience in an administrative or secretarial role.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Excellent organizational and time management abilities.
- Ability to work independently and prioritize tasks effectively.
- Professional appearance and demeanor, strong attention to detail, ability to maintain confidentiality, and a proactive attitude.

Company Description