



PR/116901 | General Affairs and Secretary (Japanese-speaking N2, N1)_New set-up

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1526936

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 14:01

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

Position: General Affairs and Secretary (Japanese-speaking N2, N1)

Work Schedule: Monday to Friday, 9:00 AM - 6:00 PM

Location: Asoke

Business Trips: Once a month

Responsibilities:

- Interpret meetings with external staff to explore new business opportunities in Asia
- Translate documents between Japanese, Thai, and English
- Manage project and schedule management.
- Collect payments and remit funds.

- Collaborate with the Japan office to advance project progress
- Provide overall administrative and miscellaneous support

Qualifications:

- Willingness to travel for business within Asia
- Strong communication and interpersonal skills, with a flexible personality
- Ability to handle multitasking
- Experience working with Japanese companies
- Open for New set-up company

Company Description