



## 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 15th, 2025 07:01

### 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

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**Company Description**