



PR/116209 | Secretary

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1504377

業種

法律事務所

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2024年11月19日 10:51

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

OVERVIEW

Our client is Japanese Company, now seeking for an experienced candidate to join as Secretary (Workplace around BTS Pleonchit, Bangkok)

Position: Secretary

Location: BTS Pleon Chit, Bangkok

Business: Law and Legal firm.

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Responsible for secretary supporting Lawyer team.
- Support admin tasks with legal team.
- Translating and proofreading documents with English and Thai.
- Manage legal document, transcribing, and proofreading documents.
- Managing documents in paper form and electronic form, updating to company systems.
- Filing, organizing, scanning, and copying legal documents in a timely manner.
- Accounting support, daily and monthly expenses for lawyer team.
- Booking business trip, travelling arrangement.
- Coordinate with related department.
- Other tasks as assigned in related tasks by manager.

JOB REQUIREMENTS

- The salary range around 20,000 – 28,000 THB
- Graduate in institution of education level, bachelor's degree or higher in English.
- Over 2 years' experience with Secretary.
- Experience in Law firm will be advantage.
- Ability to communicate in English with foreign.
- Having TOEIC score to guarantee English skill will be advantage
- Able to work OT and support urgent cases.
- Able to use computer literacy in MS Office, Excel.
- Able to travel to work around BTS Pleon Chit, Bangkok.

会社説明