



PR/116336 | Japanese Speaking 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

1510213

業種

銀行・信託銀行・信用金庫

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12月11日 18:23

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

Job Title: Japanese Speaking Secretary

Location: Wattana, Bangkok (BTS accessibly)

About the Role: Our client is seeking a highly skilled and experienced Japanese Speaking Secretary to join their team. This is an excellent opportunity for a professional with a minimum of 5 years of corporate secretarial experience and fluency in both Japanese and English.

Key Responsibilities:

- Provide comprehensive secretarial and administrative support to senior management.
- Prepare and manage correspondence, reports, and documents in both Japanese and English.
- Organize and coordinate meetings, conferences, and travel arrangements.

- Handle confidential information with discretion and professionalism.
- Liaise with internal and external stakeholders, including Japanese-speaking clients and partners.
- Assist in the preparation of board meetings and other corporate governance activities.
- Ensure compliance with legal and regulatory requirements.

Candidate Requirements:

- Minimum of 5 years of experience in a corporate secretarial role.
- Proficiency in Japanese and English, both written and spoken.
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite and other relevant software.
- High level of professionalism and attention to detail.
- Ability to work independently and as part of a team.

How to Apply: If you meet the above criteria and are interested in this exciting opportunity, please submit your resume and a cover letter detailing your qualifications and experience by click "APPLY"

For more information about this role or other opportunities, please contact K. Namfon Aramprai at 087-108-2111.

Join our client's team and take the next step in your career!

会社説明