



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

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

1516319

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

2025年04月01日 21:00

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

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.

会社説明