

**Job Opportunity for Executive Secretary in PhraSamutChedi, SamutPrakan Thailand (Job ID 3877)**

Our client is a leading Architectural Glass Manufacturing in Samutprakan Thailan. The aesthetic, technical and energy properties of The Glass make its scope of applications practically unlimited: from external glazing to interior decoration and industrial uses. With the richness of the ranges, architects and interior designers alike will find a material that gives shape to their creative inspiration and tames light, while assuring comfort for the building occupants and actively protecting the environment.

**Qualifications:**

- Gender: Female is preferred
- Age: 22-29 Yrs.
- Nationality: Thai or Japanese
- **Type of Employment: Permanent ประสมการณ์ 1-2 ปี ยินดีรับนักศึกษาจบใหม่**
- Bachelor Degree in Business Administration, Law, Linguistics (English and Japanese), or any related field.
- Detail-minded, observant, and capable of following up well.
- Good command of English and Japanese – not mandatory (Listening, Speaking, Reading, and Writing)
- **TOEIC score: 500 up หากไม่มีคะแนนสอบหรือหมดอายุ สามารถกลับไปสอบได้ในกรณีที่ผ่านการสอบสัมภาษณ์แล้ว**
- JLPT (Japanese Language Proficiency Test): N2-N3 is preferred not mandatory
- Able to understand roles, responsibilities, able to coordinate and set priorities well
- Good human relations, have negotiation skills, good problem solving, Service Mind and presentation skills
- Having high responsibility, management skill, ability to work under pressure and willing to learn new things, being team player and proactive.
- Having good computer skill, especially in Microsoft Office (Word, Excel, and PowerPoint).
- Able to keep the Company's confidential information.

**Job Description:**

- In charge of the secretary of the President and management committee by liaising with relevant persons or agencies, welcoming third parties and providing various facilities and perform other tasks as assigned such as booking Hotel, Restaurant, Hospital, Traveling, appointment and arranging company business trips, etc.
- Responsible for company expatriate and their families such as VISA and work permit, business trip, accommodation, school, health, etc for new Japanese expats and expats who return to Japan in accordance with the applicable laws, rules and regulations.
- Interpretation and translation for President.
- Responsible for coordinating and arranging meetings, preparing meeting documents, taking minutes of the Management committee and the shareholders' meeting in accordance with the applicable laws and regulations, the Article of Association.
- Prepare and store important documents of the company, such as the director's register meeting notice, Minutes of Board of Directors Meeting, minutes of the Management Committee Meeting and Shareholders' Meetings, Annual Report, the securities register and the shareholders, issue share certificates in accordance with the relevant laws and regulations.
- Responsible for membership in associations, clubs, institutes or other organizations on behalf of the company by coordinating about membership application, renewal, membership payment, notification of change of company representatives or members in order to work as a member on behalf of the company in accordance with the requirements of various agencies.
- Responsible for donations to external organizations and scholarships of the company. By presenting to approve the donation and granting scholarships, disbursing money, organizing fundraising ceremonies, etc. to make donations and scholarships according to regulations and company policy.
- Perform other tasks as assigned by supervisors.

**Interview Methods:**

- Face to Face at Site; Number of times: 2 Times with 3-4 committees / use both of English and Thai
- For onsite interview, requirement for proof of the Negative COVID-19 Test (ATK)

**Work conditions:**

- Business day(วันทำการ) : Mon-Fri
- Business hours (เวลาทำการ) : 8:00 am – 5.00 pm
- Working Place (ที่ทำงาน) : Head Office & Samut Prakan Factory
- Salary (เงินเดือน) : Attractive
- Position Allowance(สวัสดิการค่าตำแหน่งงาน): 4,340 /month
- Shuttle bus (รถรับ-ส่งพนักงาน) : Yes (มี)
- Bonus(โบนัส) : 52 days (refer to last year) (อ้างอิงจากปีที่แล้ว)
- Annual leave(วันลาพักผ่อน) : 6 days
- Probation Period(ช่วงทดลองงาน): 110 days

Interested, please send updated CV to [paul@omni-interconsult.com](mailto:paul@omni-interconsult.com) or visit [www.omni-interconsult.com](http://www.omni-interconsult.com)