



JAC Recruitment

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Vietnam



PR/094691 | Personal Assistant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541418

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 12:02

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

Location: Hanoi

Join a leading pharmaceutical company as a Personal Assistant to the Head of Business Unit. This is an exciting opportunity for a highly organized and proactive individual to work closely with a senior leader in a fast-paced, dynamic environment.

Key Responsibilities:

- Provide comprehensive administrative and organizational support to the Head of Business Unit.
- Manage and coordinate calendars, appointments, and meetings, ensuring optimal time management.
- Prepare reports, presentations, and correspondence as required.
- Handle travel arrangements, including booking flights, accommodations, and itineraries.
- Act as a liaison with internal teams and external stakeholders, maintaining professional communication.
- Assist with managing confidential and sensitive information.
- Monitor deadlines, follow up on tasks, and ensure smooth day-to-day operations.

Key Requirements

- Previous experience as a Personal Assistant or similar role, preferably in the pharmaceutical or healthcare industry.
 - Exceptional organizational and multitasking skills.
 - Strong communication skills with fluency in [Language(s)], both written and spoken.
 - Proficiency in MS Office and other relevant software tools.
 - A high level of discretion and professionalism when handling confidential matters.
 - A proactive, problem-solving attitude with attention to detail.
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Company Description