



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 3rd, 2025 11:01

## 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**