



PR/094691 | Personal Assistant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1549387

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 06:00

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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description