



PR/119111 | Executive Assistant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1580403

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 04:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Executive Assistant to CEO – Manufacturing Public Company

Location: Samut Prakan

Industry: Manufacturing (Public Company Limited)

Employment Type: Full-time

Languages Required: English (Business Level)

Languages Preferred: Chinese (Optional)

About Our Client

Our client is a leading public-listed manufacturing company with a strong presence in both domestic and international markets. To support the CEO in day-to-day operations and strategic initiatives, they are seeking a highly capable Personal Assistant who thrives in a fast-paced, professional environment.

Key Responsibilities

- Provide high-level administrative and personal support to the CEO.

- Manage complex calendars, travel arrangements, and meeting coordination.
- Draft and review correspondence, reports, and presentations in English.
- Act as a liaison between the CEO and internal/external stakeholders.
- Support in project tracking, follow-ups, and confidential matters.
- Assist in organizing executive meetings, company events, and board activities.

Ideal Candidate Profile

- Bachelor's degree in any field.
- Minimum 3 years of experience as an Executive Assistant or Personal Assistant to senior management.
- Strong command of English at business level; Chinese language skills are a plus.
- Excellent organizational, communication, and multitasking skills.
- Professional demeanor with a high level of discretion and integrity.
- Proficiency in Microsoft Office and digital collaboration tools.

Why Join?

- Work closely with top leadership in a publicly listed company.
- Exposure to strategic business operations and decision-making.
- Competitive salary and benefits.
- Career growth opportunities in a stable and reputable organization.

Interested candidates, please submit your updated CV by click "APPLY"

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