

PR/120785 | Assitant to CEO

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623431

Industry
Retail

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:32

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

Key Responsibilities

- Calendar & Schedule Management
  - Manage and maintain the CEO’s complex daily/weekly diary.
  - Coordinate internal and external meetings, board sessions, and leadership offsites.
  - Resolve scheduling conflicts and protect the CEO's time for high-leverage focus areas.
- Inbox & Communications Handling
  - Triage, monitor, and prioritize the CEO’s email inbox and correspondence.
  - Draft emails, memos, letters, and reports on behalf of the CEO.

- Act as the primary point of contact between the CEO, staff, board members, and external stakeholders/clients.

- Travel & Logistics
  - Arrange comprehensive travel itineraries, including flights, visas, ground transport, and hotel bookings.
  - Prepare detailed briefing packs, itineraries, and presentation decks prior to meetings or trips.
  - Process and reconcile monthly expense reports.

- Project & Meeting Support
  - Attend key meetings to take accurate minutes and track action items.
  - Coordinate and follow up on strategic projects assigned by the CEO across departments.
  - Conduct preliminary research, data gathering, or market trends analysis to assist decision-making.

    #LI-JACTH#citybangkok

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.

Privacy Policy Link: https://www.jac-recruitment.th/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

Company Description