



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



PR/094691 | Personal Assistant

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1536412

業種

医薬品

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年04月30日 15:56

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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.

会社説明