



PR/117306 | Executive Assistant

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント タイランド

求人ID

1542509

業種

教育・学校

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年05月27日 10:55

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

Key Responsibilities:

- Manage the CEO's work calendar and personal schedule, including prioritizing, scheduling, and confirming meetings and personal events.
- Collaborate closely with the Senior Personal Assistant to the CEO to stay informed about upcoming commitments, responsibilities, and required follow-up actions.
- Attend various management meetings to take and record minutes accurately.
- Translate documents between Thai and English (and vice versa).
- Organize and prepare agendas, meeting materials, documents for approval and consideration, and presentations.
- Coordinate with relevant parties to track the progress of reports and outstanding tasks.
- Schedule appointments, arrange travel, and process reimbursements.

- Assist in project planning for company-related and personal events.
- Undertake ad-hoc projects as assigned.
- Perform errands outside the office when necessary

Qualifications:

- Master's or bachelor's Degree in any related.
- 3-5 years of experience in secretary function, providing support to C-level.
- Fluency in Thai and English (MUST be comfortable to communicate, read and write in English).
- Scheduling and organization.
- Microsoft Office Skills (some analytical skills on Excel preferred).
- Confidentiality and ability to maintain sensitive information.
- Travel Logistics.
- Attention to detail.
- A strong understanding of executive relationships and their respective preferences.
- Immediately starting will be an advantage.

会社説明