



PR/117378 | Secretary

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

1543434

業種

監査・税理士法人

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06月03日 10:45

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

Secretary

We are now looking for Secretary for our client in Hospitality business group.

Location : Bangkok (BTS On-nut)**Working** : Mon-sat (6days/week)

Responsibilities:

- **Administrative Support:** Manage correspondence, emails, and phone calls efficiently.
- **Scheduling & Coordination:** Arrange meetings, appointments, and travel plans for executives.
- **Document Management:** Prepare reports, presentations, and maintain filing systems.
- **Communication:** Act as a liaison between departments and external stakeholders.
- **Office Management:** Oversee office supplies, equipment, and ensure smooth daily operations.
- **Meeting Assistance:** Take minutes, distribute agendas, and follow up on action items.
- **Confidentiality:** Handle sensitive information with discretion and professionalism.

Requirements:

- Proven experience as a **Secretary** or **Administrative Assistant**.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication abilities.
- Proficiency in **Microsoft Office Suite** (Word, Excel, PowerPoint).
- Ability to work independently and under pressure.
- High level of professionalism and integrity.

会社説明