



タイの求人なら
JAC Recruitment Thailand

PR/115004 | Personal 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

1548899

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08月05日 06:00

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

Personal Assistant Responsibilities:

- Reporting to senior management and performing secretarial and administrative duties.
- Prepare Hotel, Restaurant, and any concern for business trip.
- Take caring Management private jet.
- Typing, formatting, and editing reports, documents, and presentations.
- Liaising with internal departments, answering calls, and making travel arrangements.
- Managing internal and external correspondence on behalf of senior management.
- Scheduling appointments, maintaining an events calendar, and sending reminders.

- Copying, scanning, and faxing documents, as well as taking notes.
- Preparing facilities for scheduled events and arranging refreshments, if required.
- Observing best business practices and etiquette.

Personal Assistant Requirements:

- Bachelor's degree in business administration or any related.
- 1-2 years of experience as a Flight Attendant or Personal Assistant.
- Extensive experience in using office software such as MS Word, Excel, and PowerPoint.
- Fluent in English.
- Ability to manage internal and external correspondence.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills.

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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Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明