



ベトナムの求人なら  
JAC Recruitment Vietnam

PR/094691 | Personal Assistant

#### 募集職種

##### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

##### 求人ID

1549387

##### 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07月22日 08:00

#### 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

**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.

**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.vn/privacy-policy>

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

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会社説明