



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

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>

会社説明