



## PR/117635 | Personal Assistant (PA) – English & Mandarin Speaking

### 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

1549497

#### 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07月08日 17:15

### 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 (PA) – English & Mandarin Speaking

Location: Bangkok

We are looking for a sharp, well-groomed, and highly competent Personal Assistant to provide comprehensive support to senior executives. This role entails managing multilingual communications, organizing international engagements, and maintaining high-level coordination. The ideal candidate should be quick on their feet, articulate, and exude professionalism, with a strong presence and a natural ability to adapt to dynamic environments. Frequent overseas travel and regular interaction with high-level clientele—particularly from China—are essential.

### Responsibilities

- Deliver daily administrative and personal support to executives.
- Translate both written and verbal content among English, Thai, and Mandarin.
- Schedule meetings and appointments and manage travel logistics.
- Participate in business meetings, providing real-time support and documentation.
- Interface with clients and partners, especially Mandarin-speaking stakeholders.
- Uphold strict confidentiality and demonstrate discretion at all times.
- Support special assignments and handle miscellaneous duties as needed.

#### **Qualifications & Skills**

- Open to recent university graduates.
- Bachelor's degree in Business, Communications, Languages, or a related discipline.
- Proficiency in English and Mandarin, both spoken and written.
- Professional and polished personal presentation.
- Exceptional communication and interpersonal abilities.
- Quick-thinking, numerically literate, and able to make fast, sound decisions.
- Available and willing to travel internationally on a regular basis.
- Prior experience working with Chinese clientele or in multicultural settings is advantageous.
- Knowledge of Hong Kong business customs and travel procedures is a plus.
- Experience as a Personal Assistant or in a similar support role is preferred but not required.

**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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会社説明