



## PR/117965 | Personal Assistant to MD

### 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

1556815

#### 業種

医療機器

#### 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09月02日 10:57

### 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

#### Responsibilities:

#### 1. Business Development

- Manage bookings, appointments, and daily schedules
- Develop and negotiate premium partnerships (hotels, spas, private clubs, influencers).
- Build collaborations with travel agencies, sports teams, gyms, and wellness clubs.
- Create and update pitch decks, marketing materials, and strategic presentations.
- Expand our international affiliate and collaboration network

#### 2. Marketing & Communication

- Write and optimize health/wellness articles (SEO)
- Improve digital customer journeys and product pages (Shopify)

### 3. Executive Support & Partnerships

- Assist the founder with agenda management and coordination of strategic meetings.
- Support the organization of wellness events in Bangkok and across Asia.
- Coordinate projects with medical, marketing, and partner teams
- 4. Project Management & Market Research.
- Oversee and execute priority projects.
- Monitor trends in regenerative medicine, medical tourism, and luxury marketing Profile

#### Qualifications:

- Education or experience in marketing or business development
- 2+ years' experience in marketing, business development, or similar roles
- Proficient in Shopify, Canva, Notion, Google Sheets, and WhatsApp
- Fluent in English (written & spoken) – other languages are an asset
- Highly organized, proactive, and problem-solving oriented
- Confident, personable, and professional
- Driven to exceed expectations, able to work under pressure, and eager to learn fast

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会社説明