



## 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16日 09:01

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

無し

#### 日本語レベル

無し

#### 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

**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