



PR/118471 | Personal Assistant

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

1565038

業種

不動産仲介・管理

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

2026年01月06日 06:00

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

????????? Job Title: Personal Assistant???? Location: Bangkok, Thailand???? Salary: THB 35,000–40,000/month????

Employment Type: Full-time???? Job Summary

We are seeking a highly organized and proactive Personal Assistant with 3+ years of experience to support senior management in day-to-day operations. The ideal candidate will possess excellent communication skills in English and Thai, strong attention to detail, and the ability to manage multiple tasks efficiently.

???? Key Responsibilities

- Provide administrative and personal support to executives
- Manage calendars, schedule meetings, and coordinate travel arrangements
- Prepare reports, presentations, and correspondence in English and Thai
- Handle confidential information with discretion
- Liaise with internal departments and external stakeholders
- Assist in organizing company events and activities
- Monitor and follow up on tasks and deadlines

Qualifications

- Minimum 3 years of experience as a Personal Assistant or Executive Assistant
- Strong command of English and Thai (spoken and written)
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and time management skills
- High level of professionalism and discretion
- Ability to work independently and under pressure

???? Preferred Attributes

- Positive attitude and proactive mindset
- Strong interpersonal and problem-solving skills
- Experience working in a fast-paced environment

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