



PR/118472 | Executive 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

1565934

業種

自動車・自動車部品

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27日 11:01

応募必要条件

職務経験

6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

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

Executive Assistant to CEO – Manufacturing Public Company

Location: Samut Prakan

Industry: Manufacturing (Public Company Limited)

Employment Type: Full-time

Languages Required: English (Business Level)

Languages Preferred: Chinese (Optional)

About Our Client

Our client is a leading public-listed manufacturing company with a strong presence in both domestic and international markets. To support the CEO in day-to-day operations and strategic initiatives, they are seeking a highly capable Personal Assistant who thrives in a fast-paced, professional environment.

Key Responsibilities

- Provide high-level administrative and personal support to the CEO.

- Manage complex calendars, travel arrangements, and meeting coordination.
- Draft and review correspondence, reports, and presentations in English.
- Act as a liaison between the CEO and internal/external stakeholders.
- Support in project tracking, follow-ups, and confidential matters.
- Assist in organizing executive meetings, company events, and board activities.

Ideal Candidate Profile

- Bachelor's degree in any field.
- Minimum 3 years of experience as an Executive Assistant or Personal Assistant to senior management.
- Strong command of English at business level; Chinese language skills are a plus.
- Excellent organizational, communication, and multitasking skills.
- Professional demeanor with a high level of discretion and integrity.
- Proficiency in Microsoft Office and digital collaboration tools.

Why Join?

- Work closely with top leadership in a publicly listed company.
- Exposure to strategic business operations and decision-making.
- Competitive salary and benefits.
- Career growth opportunities in a stable and reputable organization.

Interested candidates, please submit your updated CV by click "APPLY"

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会社説明