



JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

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"

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