



## PR/118883 | 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

1572868

#### 業種

その他（メーカー）

#### 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20日 10:21

### 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

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

We are seeking a highly organized and proactive **Executive Assistant** to support the CEO in managing multiple businesses. The ideal candidate will act as a key liaison between the CEO and internal/external stakeholders, ensuring smooth operations and effective communication.

### Responsibility

- Provide comprehensive administrative support to the CEO across multiple businesses.
- Perform real-time interpretation (Chinese, English, Thai) during meetings and events.
- Summarize meeting discussions and prepare accurate reports.
- Coordinate and manage travel arrangements, including flight and hotel bookings.
- Schedule and organize meetings with executives and partners.

- Accompany the President to meetings, conferences, and occasional overseas trips .
- Handle confidential information with discretion and professionalism.
- Drive the CEO to meetings or events when required.
- Administration Management

**Qualifications:**

- Bachelor's degree in Business Administration, Languages, or related field.
- Minimum 2–4 years of experience as Secretary or Executive Assistant.
- Proficiency in **Chinese (HSK 5+)** and **English**; strong Thai communication skills.
- Excellent interpretation and translation skills
- Strong organizational and multitasking abilities.
- Ability to travel overseas occasionally and work flexible hours.
- Valid driver's license and ability to drive.
- Professional demeanor and ability to work under pressure.
- Prior experience as an executive secretary or similar role is an advantage

**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