

PR/120785 | Assitant to CEO

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
1623431

業種
小売

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11月17日 10:32

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

Key Responsibilities

- Calendar & Schedule Management
  - Manage and maintain the CEO’s complex daily/weekly diary.
  - Coordinate internal and external meetings, board sessions, and leadership offsites.
  - Resolve scheduling conflicts and protect the CEO's time for high-leverage focus areas.
- Inbox & Communications Handling
  - Triage, monitor, and prioritize the CEO’s email inbox and correspondence.
  - Draft emails, memos, letters, and reports on behalf of the CEO.

- Act as the primary point of contact between the CEO, staff, board members, and external stakeholders/clients.

- Travel & Logistics
  - Arrange comprehensive travel itineraries, including flights, visas, ground transport, and hotel bookings.
  - Prepare detailed briefing packs, itineraries, and presentation decks prior to meetings or trips.
  - Process and reconcile monthly expense reports.

- Project & Meeting Support
  - Attend key meetings to take accurate minutes and track action items.
  - Coordinate and follow up on strategic projects assigned by the CEO across departments.
  - Conduct preliminary research, data gathering, or market trends analysis to assist decision-making.

    #LI-JACTH#citybangkok

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会社説明