



## PR/115004 | Personal Assistant

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1513055

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 21st, 2025 07:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Personal Assistant Responsibilities:**

- Reporting to senior management and performing secretarial and administrative duties.
- Prepare Hotel, Restaurant, and any concern for business trip.
- Take caring Management private jet.
- Typing, formatting, and editing reports, documents, and presentations.
- Liaising with internal departments, answering calls, and making travel arrangements.
- Managing internal and external correspondence on behalf of senior management.
- Scheduling appointments, maintaining an events calendar, and sending reminders.

- Copying, scanning, and faxing documents, as well as taking notes.
- Preparing facilities for scheduled events and arranging refreshments, if required.
- Observing best business practices and etiquette.

**Personal Assistant Requirements:**

- Bachelor's degree in business administration or any related.
- 1-2 years of experience as a Flight Attendant or Personal Assistant.
- Extensive experience in using office software such as MS Word, Excel, and PowerPoint.
- Fluent in English.
- Ability to manage internal and external correspondence.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills.

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Company Description