



PR/116135 | Assistant to DCEO

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513304

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 12:01

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

Assistant to Deputy CEO

Location: Pathum Thani

Job Summary:

The Assistant to the Deputy CEO provides high-level administrative support, ensuring efficient operation of the executive office. This role involves managing schedules, coordinating meetings, handling communications, and supporting strategic initiatives to enhance executive productivity and business growth.

Key Responsibilities:

- **Communication:** Draft, review, and send communications on behalf of the Deputy CEO. Handle incoming and outgoing correspondence.
- **Meeting Coordination:** Organize and prepare for meetings, including gathering documents, setting up logistics, and taking minutes.
- **Project Support:** Assist in the planning and execution of strategic projects and initiatives.
- **Document Management:** Maintain and organize important documents, files, and records.
- **Research and Reporting:** Conduct research and prepare reports to support decision-making processes.
- **Liaison Role:** Act as a point of contact between the Deputy CEO and internal/external stakeholders.

- **Confidentiality:** Handle sensitive information with discretion and maintain confidentiality at all times.

Required Skills and Qualifications:

- **Education:** Bachelor's degree in business administration, engineering, management, or a related field.
- **Experience:** Proven 10 years+ of experience as an assistant or in a similar role, preferably in the manufacturing industry.
- **Skills:**
 - Excellent organizational and time-management skills.
 - Strong written and verbal communication abilities.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
 - Ability to multitask and prioritize tasks effectively.
 - Strong problem-solving skills and attention to detail.
 - High level of discretion and confidentiality.

Preferred Qualifications:

- **Experience:** Experience in the consumer manufacturing sector.
- **Skills:** Familiarity with project management tools and techniques, cost saving management, Kaizen, project management and people skills management, knowledge in industrial engineering is a plus.

Company Description