



PR/116583 | Personal Assistant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1518436

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 28th, 2025 11:30

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

Work location: Bangna, Bangkok

Job Responsibilities:

- Reporting to senior management and performing secretarial and administrative duties.
- Prepare Hotel, Restaurant, and any concern for business trip.
- 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.

Job Requirements:

- Bachelor's degree in business administration or any related.
- 2-3 years of experience as a Personal Assistant or Executive Secretary.
- 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.

Company Description