



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/115004 | Personal 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

1504041

業種

監査・税理士法人

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

2024年11月19日 10:36

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

ビジネス会話レベル

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

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.

会社説明