



PR/116135 | Assistant to DCEO

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

1510064

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

2024年12月11日 18:21

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

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.

会社説明