



## 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

1513055

#### 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

2025年04月02日 22:00

### 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.

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会社説明