



## 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

1513304

## 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

2025年03月04日 12:02

## 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.

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会社説明