

MD Assistant

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Company: REERACOEN RECRUITMENT

Location: Thailand

Category: other-general

Overview

Salary

30,000 THB ~ 40,000 THB

Industry

Retail, Other

Job Description

- Entry of sales data on e-commerce websites
- Coordinate between Japanese employee and Thai employee (VISA and work permit stuff)
- Other administrative jobs (booking a ticket or hotel etc..)
- Taking care of phone call
- Admin such as taking care of related documents from the boss
- Other assigned tasks
- Accounting support

Qualifications

Requirement

- Female
- English:Communicate Level
- Flexible in responding to customer requests
- Good personality
- Can commute by themself (Living within 30 minutes)

English Level

Level 4 - Conversational Level

Other Language

English

Additional Information

Benefit

- Social Security
- Bonus (Past Apr, Dec / each 1month)
- Uniform

Working Hour

9:00 ~ 18:00

Holiday

- Sunday (days / Month)
- Sick Leave 30days / year
- Annual Leave 7 days / year

Job Function

Admin

Secretary

General Affair

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