

Personal Assistant & General Admin

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Company: PRTR

Location: Bangkok

Category: other-general

Our client is a business selling products and services technology to the industry; pulp industry, wood industry, particle board, MDF board, and Filter cloth for use with various industrial machines such as starch and food industries, sugar, palm oil, vegetable oil, and mining industry.

Key Responsibilities

Acting as the point of contact among executives, employees, clients, and other related party.

Providing administrative assistance.

Assisting with correspondence and documentation such as reports and presentations.

Organizing meetings, appointments, and other schedules.

Taking minutes of meetings and subsequently following up.

Organizing documents and database.

Working closely and effectively with the supervisor to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.

Qualifications

Good command of English.

Well-organized and strongly independent.

Good organizational and time management skills. Possess prioritizing and multitasking skills.

Excellence in computer skills.

Familiarity with office gadgets and applications or willingness to learn.

Can-do attitude.

Working Day: Mon - Fri and 2 Sat

Working Time: 8:30 am - 5 pm

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