

Position: Secretary

Job Description:

- Manage executive appointment calendar, arrange appointments, meetings and business traveling.
- Makes travel and lodging arrangements executive and team as required.
- Receive and screen phone calls, mail, and visitors.
- Handle confidential documents ensuring they remain secure for executive and team by request.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Track stocks of office supplies and place orders when necessary.
- Follow up tasks with the Management and parties concerned that all requirements.
- Replies to inquiries and other business correspondence.
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Qualification:

- Bachelor's degree in Business Administration or related field.
- Having administrative experience 5 years in secretarial roles.
- Good command of English.
- Strong computer skills and MS Office proficiency.
- Professional friendly disposition.
- Good interpersonal skills with effective communication skills in both Thai & English.
- Ability to perform well under pressure.
- Willing to work at odd hours, on weekends and holidays.