



Job Opportunity Executive Secretary in Chonburi, Thailand (Job ID 2763)

Our Client:

Our Client is a leading international organization well advanced in the technology "know-how" on pre-fabrication of building components and has expertise in Building Envelopes. With over 125 years aggregated experience in executing diverse building projects, our client is actively participating in the highly developed building industries of Europe, Australia, Asia and recently in the U.S. with eighteen fully equipped assembly plants, research/testing facilities (Italy, Netherlands, Singapore & Australia).

Location: Leamchabang, Chonburi, Thailand

Reporting: Managing Director

Working Days: Monday - Friday (8:00 am. - 6:30 pm)

Qualification:

- Minimum three (3) years of relevant working experiences
- Bachelor Degree in Business, Administration or any field, preferably Public Relations graduate
- Fluent in spoken and written Thai and English
- Proficient in MS Office
- Can drive and have driving license
- Pleasant personality, proactive and service oriented, highly organized
- Direct report subordinate(s): Office Administrator
- Indirect report subordinate(s): Maid and Drivers
- Provide Executive Secretarial support to Managing Director
- Supervise office administration

Job Responsibility:

Provide Executive Secretarial support to Managing Director:

- Organize the meetings, send meeting invitation, do minute of meeting, follow up the progress of the meeting.
- Arrange travel and requirements for Managing Director (e.g. air-ticket, hotel, transportation, roaming service, meeting invitation, visa application).
- Manage the travel and expense claims of Managing Director.
- Manage and remind Managing Director for his working schedules.
- Translate and files documents for Managing Director.
- Check the completeness and accuracy of the documents submitted to Managing Director (e.g. cheques, service contracts, power of attorney, etc.).
- Assist and prepare documents required by Department Managers, Clients, Partners as approved by the Managing Director.
- Any other task assigned by the Managing Director.

Office Administration and Supervision

- Supervise work of Office Administrator, Driver and Maid
- Fleet management/Company vehicle control, including annual tax payment, car fixing, insurance renewing, etc.
- Coordinate travel schedules and accommodations of intercompany personnel and company guests (e.g. need to get meeting agenda to communicate with internal parties, book hotel and transportation, provide the food and beverage, prepare safety induction and PPE with HSE department officer)
- Internal communications to employees via different channels e.g. Email, Line, Board Posting
- Coordinate with hotel, restaurant, suppliers or any third party for company's business as required.
- Assist in company's activity
- Manage company's public areas (e.g. reception, eating area, toilet, coffee room, parking lots, refrigerators, shrine and spirit house, guard dog areas, etc.)
- Update and inform the weekly visitor list to Managing Director and all Department Managers
- Management of Admin Petty cash
- Stationary control
- Cooperate between departments/parties/companies as needed

To Apply:

1. Email your CV to mana@omni-interconsult.com and mention Job ID No 2763 or
2. Make an application directly online at our website: www.omni-interconsult.com