



Job Opportunity for Secretary and Administrator Officer in Lumpini, Bangkok

(Job ID 2876)

About the Client:

With HQ in San Francisco and operations in many countries our client are specialists in Coconut Water manufacturing & export.

Responsibilities:

1. Working with the 5 directors to coordinate and supervise daily operations
2. Coordinate and collaborate with senior executives and other departments / parties concerns both internally and externally
3. Managing diaries and organization meetings and appointments, often controlling access to the manager/executive
4. Coordinate office activities and operations to secure efficiency and compliance to company policies
5. Administration task (stationary, photocopy machine etc.) and purchasing and procurement (PO, PR, Compare supplier etc.)

Qualifications:

- Bachelor's Degree from Business Administration, Arts, English, Secretarial or related fields
- Good commands of both spoken and written English.
- At least 1 year of experience supporting the management level for all administrative and secretarial duties.
- Excellent communication & coordination skills.

To Apply:

- Email your CV to mana@omni-interconsult.com and mention Job ID No 2876 or
- Make an application directly online at our website: www.omni-interconsult.com