



Administration Officer based in Bangkok

KASA Development is expanding, and we are seeking for two competent Administrative Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to executive's working life and communication.

Responsibilities:

- Managing diaries and organising meetings and appointments
- Booking and arranging flights and accommodation
- Reminding Sales Director deadlines and important tasks
- Meeting and greeting visitors
- Ensuring Sales Director is well prepared for meetings
- Administrative tasks and follow up
- Screening phone calls and dealing with enquiries where appropriate
- Assisting with projects their manager might be working on by researching or writing reports
- Organising and maintaining office systems

Qualifications:

- Male - Female- Thai Nationality
- At least 2 years experience as Personal Assistant or Administration executive
- Business and Administration qualifications
- Very detailed and proactive
- Good Spoken and Writing skills in English
- Discretion and trustworthiness
- Good organisational skills and ability to multitask
- Flexibility and adaptability

Full Time

- Salary based on experience: Starting from 15,000-20,000 Baht/month
- Work 5 days per week
- Working hours: 9.00 am-6.00 pm

APPLY NOW

Email: talent@kasa-development.com