



KASA Development is expanding, and we are seeking for Executive Assistant of our CEO and COO 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 organizing meetings and appointments.
- Booking and arranging flights and accommodation.
- Reminding the CEO and COO of deadlines and important tasks.
- Meeting and greeting visitors.
- Ensuring the CEO and COO is well prepared for meetings.
- Administrative tasks and follow up

Qualifications:

- Female -Thai Nationality
- At least 1 years experience as Personal Assistant or Administration executive.
- Business and Administration qualifications.
- Very detailed and proactive.
- Good Spoken and Writing skills in English and French.
- Discretion and trustworthiness.
- Good organisational skills and ability to multitask.
- Flexibility and adaptability.

Full Time

Salary based on experience: Starting from 30,000 Baht/month

Work 5 days per week

Working hours: 9.00 am-6.00 pm

Based in Bhiraj tower at Emquartier

APPLY NOW Email:
talent@kasa-development.com