



Assistant of Managing Director.

Profile

- Thai Nationality
- French and English speaker
- Have an experience would be perfect
- Flexible
- Good at communicate

Tasks

- Take care of client's e-mail
- Take care of the documents of foreigners in company
- Check the company's documents
- Prepare the salaries's document
- Contact person who concern with the company

Date : Work on Mon-Sat 09.00-18.00

Place : ECCR,. Co. Ltd at 253 Asoke Tower nearby MRT Petchaburi Exit 2.

Salary starts from 20,000 – 25,000 (Negotiable depends on the experiences and your capacities)

The company provide half of your transportation's fee.

Please send you application to: amd@blue-jade.com