



Career Opportunity

We are currently looking to fill the following positions in corporate office (Bangkok):

Executive Assistant

Job Scope

The Executive Assistant is responsible for providing administrative and secretarial support to senior management executives including, but not limited to greeting visitors and answering the telephone; receiving and distributing mail and correspondence; gathering data and compiling various reports for management; conducting projects and assignments; photocopying materials; maintaining files; ordering supplies; and issuing correspondence.

The position of Executive Assistant requires by nature of the superiors' positions, involvement with high-level contacts and exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment.

Qualifications

- Bachelor's Degree in business administration, management or related field
- Minimum of 5 years working experience as Executive Assistant, Executive Secretary, Personal Assistant role
- Can work under pressure
- Work cooperatively within a team and is self motivated
- Excellent inter personal skills
- Confidentiality and discretion
- Flexibility dealing with multiple and varying duties concurrently
- Use initiative in a variety of challenging situations
- Ability to contribute to groups discussions in a thoughtful manner
- Sensitivity and diplomacy
- Excellent organisational and administrative skills
- Strong MSOffice skills, including email, powerpoint, word processing
- Excellent English and Thai communication skills, both oral and written
- Excellent, polite, professional, friendly manner
- Ability to maintain boundaries and clear delineation of responsibilities in a task or situation
- Proven ability to organise: time management and personal workload planning
- Willing to travel upcountry and can work on extended office hours

Sales Executive: Chiva-Som Academy, Bangkok

Job Scope

- To achieve the sales objectives and targets set yearly, including assisting in marketing plans for current and potential customers.
- To assist with the implementation of the marketing strategy with specific objectives and targets as agreed.
- To manage and maintain positive relationships with customers.
- To take responsibility for originating and planning campaigns in conjunction with the marketing strategy.
- To develop promotional opportunities and ideas from conception through to delivery.
- To report on campaigns to ensure effective departmental communications.
- To provide regular information where necessary to assist with the compilation of reports for company.
- To supply sufficient information to the marketing manager to enable effective budgetary control of specific areas of activity.

Qualifications

- Age 25 – 30 years
- Bachelor's degree in business administration/marketing or related field
- Minimum of 3 years experience in sales and marketing field
- Good command of written and spoken English
- Good computer literacy
- Good team player and ability to work well under pressure
- Good interpersonal skills with team work attitude
- Result orientation

Interested applicants should send an application letter and resume, including full details of work experience, a recent photograph and expected salary to: E-mail:

human.resource@chivasom.com