

# Skywave Technologies

<https://www.skywavetechnologies.com/careers/personal-assistant-admin-officer/>

## Personal Assistant / Admin Officer

### Description

#### Main Responsibilities

- Loyal and competently assist the Managing Director in all personal and company matters, as assigned
- Act as competent and professional first point of contact on the phone, screen calls and know how to handle difficult callers well
- Arrange appointments, meetings, travel, accommodation for MD
- Responsible for all general office administration, handle all related duties independently, fast and reliably
- Coordinate HR/Accounting matters with Outsourced Accounting company, banks, government institutions
- **Skywave Technologies** offers attractive remuneration, flexible working hours and a great teamwork experience to the right candidate.

#### Requirements

- Thai national, male or female
- Minimum Bachelor Degree in Business Administration, HR, Communication or related field
- At least 3 years of experience in a similar role in an international working environment of a service company, ideally in IT
- **Excellent knowledge of MS Office, Excel, PowerPoint, CRM, digital mind-set**
- Reliable organization skills, experienced in clerical support of an international CEO
- Basic knowledge in HR and Accounting
- Excellent command of written and spoken English
- 100% loyal, proactive, highly reliable, diligent, excellent communication skills
- Balanced, persistent and reliable personality, able to keep confidence and cope well under pressure

### Hiring organization

Skywave Technologies (Thailand) Co., Ltd.

### Employment Type

Full-time

### Job Location

Bangkok