



## **Business Development International - Administrator**

### **Duties & Responsibilities:**

- Handle secretarial jobs / other tasks as assigned
- Prepare presentation for meetings/ prepare meeting room and facilities/ take notes in internal meeting
- Summarize the main points from presentation / meeting notes for supervisor review
- Monitor and collect data of macroeconomic and retail/property news in CLMV countries
- Able to act on behalf of supervisor while either of them is not in office
- Handle supervisor 's schedule / meeting / appointment
- Welcome guests and visitors from abroad as assigned
- Handle incoming and outgoing documents for supervisor's consideration
- Reimburse and follow up supervisor's expenses
- Handle travel arrangement
- Handle internal / external correspondence as required
- Coordination within departments and company
- Perform routine administrative functions

### **Qualifications:**

- Bachelor's Degree
- 1-3 years experience as Administrator and Secretary
- Very good English communication skills
- Good Computer skills : Microsoft Word, Excel, PowerPoint
- Able to work independently
- Able to travel to CLMV countries occasionally
- Good communication and interpersonal skills

\*\*\* Only shortlisted candidates will be notified \*\*\*

Interested candidates are invited to send your resume in English with your recent photo attached stating current / expected salary to Khun Kamontip at [sukamontip@central.co.th](mailto:sukamontip@central.co.th)