

Executive Assistant

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Company: People Profilers Vietnam

Location: Ho Chi Minh City

Category: management

Job Reference: QY7Y68W9

Job Descriptions:

- Proactively manage the schedules of the Executive Committee members.
- Coordinate and facilitate the company's regular meetings, including bi-weekly Head of Department meetings, monthly Vietnam National Management Meetings, and VIP visits.
- Handle all administrative aspects related to Executive Committee, including travel arrangements, expense claims, and meeting logistics.
- Meticulously review all documents submitted Executive Committee before they are signed off by the Head, General Director (GD), and Legal Representative.
- Demonstrate a strong work ethic, unwavering integrity, and the ability to thrive in a fast-paced environment, including managing tight deadlines and occasional overtime as required.
- Possess a strong commitment to data security and ensure the confidentiality of sensitive information.
- Maintain excellent interpersonal skills to build positive relationships with colleagues at all levels.

Qualifications:

- Exceptional fluency in English (equivalent IELTS 7.0)
- A background in law is highly desirable. Alternatively, experience in Human Resources or Finance is also considered valuable.
- Minimum of 5 years of experience in a similar role within a well-established multinational corporation (MNC).

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