



We're hiring a
Personal Assistant (m/f/d)

to support our Team in Bangkok

Your Role at Neos



Administration:

Take care of meetings, phone calls, correspondence and travel bookings



Organization:

Plan events and conferences



Sales Support:

Assist your team to make their Sales even more successful



Global Collaboration:

Be able to work in a multi-cultural environment across three locations

About Neos

Neos is a Cloud-, Infrastructure- and Service Provider, specialised in building customised Digital Platforms across all industries. We offer a full range of solutions around Big Data, DevOps and Software Defined Data Centers, including Infrastructure and Application Management, Cloud Infrastructure Enablement and application development platforms.

What we offer

An exciting and stimulating position in a dynamic, fast growing and multi-cultural IT company. You will have the opportunity to develop yourself and your career, working in multiple areas in a fun relaxed, professional environment. You will also have the opportunity to be innovative and think 'outside of the box'.

You at Neos

Our local Bangkok branch is mainly driven by our President for APAC and our Country Manager who are both very much involved in the Sales cycle. In your role as Personal Assistant it is your job to undertake administration as well as other clerical work and such enable these two gentlemen and the sales team to focus on the busy business of selling and connecting to new customers.

Your main tasks will be:

- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing diaries and organizing meetings and appointments
- Booking and arranging travel, transport and accommodation
- Organizing events and conferences
- Typing, compiling and preparing reports, presentations and correspondence
- Collating and filing expenses

- Writing meeting minutes and keeping track of action items
- Administering the CRM system in close collaboration with the sales team
- Support marketing campaigns

We are looking for a candidate who is self-organized and able to pro-actively offer support and coordinate activities.

1. Academic Background

Bachelor degree in respective field or adequate work experience

2. Professional Experience

- Confident in supporting a senior business leader with administrative and organizational projects
- A minimum of three years in an administrative or supporting function in a commercial team like sales, marketing or finance
- Being used to operating in a matrix organization and international environment

3. Required skill set

- Accuracy and attention to detail
- Good organizational and administrative skills
- Good computer skills, especially MS Outlook, MS Word, MS Excel and MS PowerPoint
- Ability and will to work under pressure and to deadlines
- Ability to work independently and as a team member
- Quick and eager learner
- Proactivity and sense of humor

If you believe you are the right person, please send your application via e-mail to Ann Modersitzki!



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Find detailed job specs here:
neosit.com/th/career.html