

Overseas Executive assistant Job

Preferred Language : English

Industry : Industrial / Manufacturing

Job Function : Executive Assistant

Experience : 3 - 4 Years

Education : Bachelor Degree

Salary : 500 usd + housing + benefits.

Location: Vientiane, Lao PDR

ZEBRA PACIFIC CO. LTD

Zebra Pacific Co. Ltd is an international textile company specialized in E-commerce with an open position for our office located in Vientiane, Lao PDR. Zebra Pacific is also recognized for our high labor standards; We have been active in Asia for several years and currently own a production unit in Laos, Vientiane.

OPEN TO: all candidate

WORKING HOURS: 8h30 – 17h30,, Monday – Fri or Sat

SALARY: 500 usd base salary + housing + travel allowance and insurance.

can be negotiable and will be based on the qualifications of the applicant

Responsibilities:

- Assist on import and export procedures and customs related matters.
- Prepare and follow up various documents for Management
- Assist on purchasing from various suppliers based in Thailand and China.
- Make daily cost price forecasts.
- Keep and update staff files and assist on HR.
- Be in contact with various customers over order details.

Qualification and Experience required:

- Willing to locate overseas.
- Age between 25 to 45 years old
- Bachelor's degree in Administration, Human Resource Management, business, or relevant field
- 03 years' experience in similar task
- Fluent written and oral English skills.

- Computer skills (Word, Excel, Power Point) , Photoshop is not required but a plus.
- Strong, proven, communications skills (clear communication, strong listening skills)
- Proactive with strong initiative and has the ability to work independently

- Ability to work under pressure and Excellent problem-solving skills and organizational skills

HOW TO APPLY:

Interested applicants for the positions must submit the following for the application to be considered.

1. Application letter
2. Curriculum Vitae (CV)

Please send your application to the following email address : tarik@ze-line.com