



EXECUTIVE ASSISTANT - SALES & MARKETING SUPPORT (20K)

- + 1 Year of Exp. + Great English
- + Detail-oriented + Active & Committed
- + Caring & Passionate
- + Positive & Humble Attitude
- + Great MS Word, Excel, PPT
- + Service Mind

 **BOLTWORKFORCE**

Executive Assistant – Sales & Marketing Support (Best for new grads who are passionate in HR, Consulting, and Tech Startup)

- Work location – Petchkasem 69
- Full time

Boltworkforce has an exciting opportunity for anyone interested in joining an up and coming stealth Recruitment Agency that focuses on using technology, lean startup methodologies in operate our work.

We are looking for an **Executive Assistant – Sales & Marketing Support**, a creative multi tasker who is not afraid of a challenge and can make sure the operation runs smoothly. S/he will manage new business serving as the primary point of contact for existing clients and perform support our sales & marketing teams.

Responsibilities:

- Serve as main point of client contact and ambassador of the company.

- Initiated marketing activities to improve the and traffic of users to the company's website
- Experience presenting concepts and vision to senior teams and influencing their strategic thinking
- Excellent project management skills, extremely detail-oriented and dedicated work ethic
- Outstanding written and verbal communication skills, with the ability to convey issues clearly, making points concisely
- Ability to perform under pressure and meet/exceed expectations executing high-quality results in fast paced environments
- Keep Customer's Contact efficiently and improve CRM system
- Acts as a workshop facilitator for career workshops and trains students as needed
- Serves as a logistical and administrative liaison between clients and the internal team
- Make invoices and receipts and mail to clients
- Coordinate with an Accounting team
- Assists the management with sales task as directed
- Support recruiting teams

Qualifications:

- 1 years in business administration or accounting/finance or HR
- 1 or 2 years of experience as a secretary or executive assistant preferably professional service
- BA/BS degree or equivalent experience
- Exceptional written and verbal communication skills, including the ability to clearly communicate complex concepts and information in a simple manner
- Strong interpersonal skills, including the ability to interact independently up and down the organization and with clients. A mature professional demeanor is a must
- Strong time management and self-prioritization skills are required
- Demonstrable skills in MS Word, Excel and PowerPoint are required
- Exceptional command of business-level English (speaking and writing) is a requirement
- Works well independently as well as within a team
- Superior organizational skills and extreme attention to detail
- Self-motivated and problem-solving thinker
- Enjoy extremely fast-paced startup working nature & environment
- Positive & humble attitude with growth mindset
- Love to learn everything about businesses & startups

Why BoltWorkforce?

- Break meals with complimentary food and drinks
- Startup environment



- English speaking environment
- Learn your career development from the leading career consultancy in Thailand
- Develop your entrepreneurial skills
- Phone allowance (after probation)
- Training available

About us:

Boltworkforce (CareerBolt's spinoff) exists to efficiently organize engineering & technical talent across our committed client base. We are dedicated to providing our clients with a high quality bespoke commercial, IT & engineering lean recruitment solution. We help companies regardless of sizes/sectors/nationalities, find junior/mid/senior engineering and technical candidates across industries such as Manufacturing, Aerospace & Automotive, Chemicals, Construction, Oil & Gas, Telecoms, Service, FMCG, Consultancy, and Tech (Internet).

If you are interested, please send your resume to mark@careerbolt.asia
Or call at 081-866-8294. Only shortlisted candidates will be contacted. Thank you.