

## JOB OFFER: Human Resources secretary

### THAI NATIONAL ONLY

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#### THE COMPANY

Asiajet ([www.asiajet.fr](http://www.asiajet.fr)) is a travel agency specialized in tailor-made travel in Southeast Asia (Burma, Thailand, Vietnam, Laos, Cambodia). Asiajet is a Destination Management Company for the French speaking and French national agencies and Tour Operators.

#### MISSIONS

- Detect the best sources of recruitment
- Conduct telephone pre-qualifications of candidates
- Develop and monitor dashboards for job offers and recruitments
- Update candidate and employee databases
- Follow up of the local regulations and adjust the company policy
- Management of employees' personal files, administrative and holidays/leave follow-up
- Organize training related to the training department of the headquarters

#### REQUIRED PROFILE

- Proficiency in Internet and Pack Office.
- A minimum of 3 years of studies in Business management, French or English is preferred.
- A minimum of 2 years of experience is preferred.
- A previous experience in a multicultural environment is preferred.

Language skills	Fluent in French or English
Nationality	Thai national only
Location	Head office in Bangkok, Thailand (Silom Area)
Contract	Employment
Duration	Not limited in time
Starting date	As soon as possible
Salary	To be negotiated according to skills and experience

#### HOW TO APPLY

Please send your resume in French or English to:  
Xavier Dubail | [assistant-md@asiajet.net](mailto:assistant-md@asiajet.net) | +66 2 634 4245