



ST THERESA INTERNATIONAL COLLEGE

Job Title: Administrative Secretary

Job Specification:

- Female, age 28-35 years old.
- Bachelor's Degree or higher in Administration or related field
- Minimum 5 years of experience as a secretary or personal assistant to Executives
- Good command in English (Writing, Speaking and Translating)
- Have positive attitudes, pleasant personality, interpersonal and communication skills and problem solving skill
- Organized, mature, and work well both in team and independently
- Computer literate (MS Office, Excel, Power Point)

Interested candidate, please send your detailed resume with a recent photo to :
wipawan@stic.ac.th and cc to hr@stic.ac.th and hre@stic.ac.th