

Position: Sr. Officer/Officer - Company Secretary [click here for apply!!](#)
Location: Bangkok

Responsibilities:

- Assist Company Secretary in preparing agendas and reading materials for Board meetings, Executive Committees, and Shareholders meeting
- Draft minutes of the meetings as well as handle all other company secretarial and corporate works
- Liaise with internal/external parties in scheduling meetings and ensure the meetings are set up as planned.

Qualifications:

- Bachelor's Degree in any field.
- At least 3 – 5 years of experience in secretarial role and working closely with management level.
- Having good computer skills, e.g. Microsoft Word, Excel, etc.
- Service-minded and able to work independently.
- Strong management and coordination skills
- Good English language skills, both written and spoken; Required TOEIC 550

All information will be treated as confidential. Only short-listed candidates will be contacted for further interview

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