



## PR/158941 | Personal Assistant (Fresh Grads Only)

### Job Information

**Recruiter**[JAC Recruitment Malaysia](#)**Job ID**

1536802

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2025 16:05

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company Information

A company from the manufacturing industry is currently looking for a Personal Assistant. This role requires to handle all the Director's business and personal matter.

#### Job Responsibilities

- Attend to all secretarial and personal administrative and research support duties in a confidential manner.
- Prepare minutes of meetings and other secretarial tasks, including quotation comparison, market research, market studies, and consolidation of work.
- Monitor deliverables and ensure all HODs provide timely updates to the Directors.

- Coordinate and schedule appointments and meetings.
- Organize the Director's travel plans and itinerary, including necessary bookings.
- Perform comparable duties consistent with the position level as required by the Director, including responding positively to "call-in" work and working additional hours when needed.
- Supervise and verify the Driver's overtime and prepare and submit claims for the Director.
- Undertake ad-hoc tasks and assignments given by the Director

**Key Requirement:**

- Female candidates preferred.
- Introverted personality type (e.g., INTJ, ISTJ) to work independently and with confidence.
- Fresh graduates only; no prior work experience is required.
- Graduating interns are encouraged to apply, with potential for long-term employment post internship.
- Proficiency in Microsoft Excel.
- Good in English and Mandarin.

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Company Description