



JAC Recruitment

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Malaysia



PR/158943 | Personal Assistant to Director

Job Information

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

1536804

Industry

Other (Consulting and Professional Services)

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 and Job Overview

A leading company in waste management industry in Bukit Minyak is seeking for Personal Assistant to director to offer comprehensive support to the Director in both professional and personal matters. The ideal candidate will handle administrative tasks, coordinate schedules, and assist with personal and family-related issues, ensuring smooth daily operations.

Job Responsibilities

- Provide administrative support to the Director.
- Prepare correspondence, including emails, quotations, and meeting minutes.
- Manage and maintain the Director's email accounts, filtering and highlighting urgent messages.
- Conduct weekly meetings with the Director to discuss business operations.

- Manage the Director's schedules, appointments, travel arrangements, and meetings.
- Coordinate travel and accommodation requirements.
- Liaise with internal departments and external organizations on behalf of the Director.
- Assist the Director in communicating with management, staff, and business associates.
- Advise the Director on impending work deadlines.
- Attend meetings with the Director and follow up on assignments.
- Provide confidential support to the Director.
- Manage personal appointments and household matters.
- Arrange travel plans and reservations for the Director and family.
- Oversee property maintenance and vendor coordination.
- Assist with personal shopping, gifts, and event planning.
- Handle children's school-related matters and scheduling.
- Manage confidential family records and documentation.

Job Requirements

- A diploma or degree in business administration, communications, or a related field is preferred.
- At least 3-5 years of experience as a Personal Assistant, Executive Assistant, or in a similar administrative role, preferably supporting senior management or Directors.
- Strong ethical standards with the ability to handle confidential and sensitive information appropriately.
- Excellent organizational and multitasking skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and familiar with online collaboration tools (e.g., Zoom, Teams, Webex) is a plus.
- Self-starter who takes initiative and can work independently with minimal supervision.
- High level of accuracy and attention to detail, especially in handling documents and correspondence.
- Mandarin speaking is preferred

Company Description