



PR/158941 | Personal Assistant (Fresh Grads Only)

Job Information

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

1541017

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 05:00

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.

Company Description