



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

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1548294

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:38

### 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.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description