



PR/095568 | Personal Assistant cum Administrative Executive

Job Information

Recruiter
[JAC Recruitment Singapore](#)
Job ID

1548852

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:50

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

About the Company

They are a Single Family Office (SFO) that provides fund management services for a Singapore-registered family fund. The office is part of a broader family-owned business with a longstanding presence in the supply of pharmaceuticals and vaccines to regions such as Africa and Latin America since the 1990s.

While this role is formally within the SFO, the scope extends across several affiliated businesses under the same ownership structure.

About the Role

They are looking for a dynamic and adaptable Personal Assistant cum Administrative Executive to support the leadership team and ensure smooth daily operations. This is a hands-on role that blends PA duties with general administration, offering exposure to various aspects of running a business.

You'll be part of a small but tight-knit team where your contributions matter. It's a chance to grow beyond routine admin work and be immersed in the inner workings of a business—learning from real-world experience, entrepreneurial thinking, and decision-making.

What You'll Learn

- Corporate governance and secretarial functions
- Accounting and audit processes

- Business operations and cross-functional coordination

What We're Looking For

- Eagerness to learn and grow across different areas
- Ability to adapt and stay resilient in a fast-moving environment
- Initiative balanced with humility and honesty
- Strong sense of ownership and accountability
- Respectful and professional communication

Key Responsibilities

- Provide secretarial and PA support to leadership
- Handle day-to-day administrative tasks (e.g. filing, scanning, follow-ups)
- Prepare reports, track tasks, and liaise with vendors and service providers
- Support in basic finance admin: payroll processing, invoicing, AP/AR, petty cash
- Draft and respond to emails, prepare simple presentations and documents
- Manage office logistics and supplies
- Uphold confidentiality and professionalism at all times

Requirements

- Strong communication (written & spoken)
- Basic proficiency in MS Word, Excel, and email platforms
- Prior administrative or PA experience preferred

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Company Description