



PR/159439 | Executive Secretary

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1554734

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:34

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

Our client is a European based company, provider of fully integrated electronic and mechatronic design and manufacturing solutions in Penang. They are looking for Executive Secretary to support high-level executives and handle confidential and strategic tasks.

Job Responsibilities

- Provide comprehensive secretarial support to the Executive Chairman, Chief Executive Officer, corporate management team in Penang, as well as to visiting guests and dignitaries.
- Maintain and regularly update the Executive Chairman's personal contact database to ensure accurate information is available for the Corporate Marketing & Communication Manager
- Coordinate all logistics for Board of Directors meetings, including venue arrangements, flight bookings, transportation, meals, and accommodation.
- Organize Corporate Management meetings and seminars, including preparing agendas, sending invitations, taking minutes, and managing infrastructure needs such as conference calls and file sharing.
- Ensure the group's travel procedures are consistently updated and properly maintained.
- Handle all travel bookings for company personnel, customers, and executives, including flights and accommodations.
- Maintain an up-to-date visitor schedule for the group at all times.
- Compile, distribute, and update the official annual corporate calendar.
- Professionally manage and screen incoming calls for the Penang corporate management team.

- Efficiently manage the calendars of the Executive Chairman and Chief Executive Officer.
- Oversee and regulate the usage of designated meeting rooms.
- Provide proofreading and administrative support to the Corporate Legal Advisor on corporate and contract-related projects.
- Ensure all corporate documents are filed systematically and kept up to date.

Job Requirement

- Emphasize on discretion and confidentiality in handling sensitive information.
- High attention to detail and accuracy in documentation.
- Possess with professional demeanor and interpersonal skills in liaising with internal and external stakeholders
- At least 5 years of working experience in secretarial managing C-suites
- High English proficiency in reading, writing and speaking

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Company Description