



PR/159523 | Personal Assistant to MD

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1558167

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 16th, 2025 10:47

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 specializes in precision manufacturing and advanced materials, providing critical components and assemblies for semiconductor equipment and other high-tech industries. They are currently looking for Personal Assistant to Managing Director that play a crucial role in providing comprehensive administrative and secretarial

Job Responsibilities

- Maintain and organize MD's schedule including meetings, appointments, and travel management
- Coordinate and schedule internal and external meetings ensuring timely communication and follow-up
- Manage incoming calls, emails, and other forms of communication on behalf of the managing director
- Draft and prepare professional correspondence, reports and documents
- Organize and maintain physical and electronics files, ensuring easy retrieval of information
- Prepare and review documents, presentations and reports as required
- Make travel arrangements including booking flights, hotel and transportation for the managing director.
- Coordinate and set up meetings, ensuring all necessary resources and materials are prepared in advance
- Record minutes of meetings and distribute them to relevant stakeholders
- Handle sensitive information with discretion and maintain confidentiality in all matters related to the MD's office.

Job Requirements

- At least bachelor's degree in any field
- Minimum 5 years of experience in similar role, supporting top-level executives (Managing Director, C levels)
- Excellent organizational and time-management skills
- Strong written and verbal communications in English, Malay and Mandarin
- Ability to work independently and collaboratively in a fast-paced environment

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Company Description