



PR/159580 | Executive Assistant to CEO

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1559944

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 10:47

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

An established global omnichannel retail company is currently seeking a seasoned and highly efficient Executive Assistant at Petaling Jaya to provide dedicated support to the Chief Executive Officer (CEO). This position entails a blend of high-level executive assistance and office management duties, ensuring seamless day-to-day operations and effective communication between the CEO, internal departments, external stakeholders, and legal representatives.

JOB RESPONSIBILITIES

- Manage and maintain the CEO's calendar, including scheduling meetings, appointments, and coordinating travel, transportation, and accommodation arrangements.
- Handle the preparation and verification of claims and submissions, and support expense reporting processes.
- Prepare, review, and organize documentation, presentations, and reports for both internal and external stakeholders.
- Act as the primary liaison between the CEO and internal teams, business partners, and external stakeholders.
- Coordinate and provide support for board meetings, leadership team sessions, and company events, ensuring agendas, materials, and minutes are accurately prepared and distributed.

- Draft, review, and manage correspondence, reports, and proposals on behalf of the CEO.
- Liaise with internal and external legal counsel regarding relevant legal documentation, ensuring timely filing and secure storage of company contracts.
- Oversee general office administration, including management of facilities, pantry supplies, cleaning services, office equipment, stationery, water dispensers, air-conditioning servicing, and building management matters.
- Handle confidential documents and communications with utmost discretion and professionalism.
- Provide ad hoc administrative and project support as required.

JOB REQUIREMENTS

- A bachelor's degree or equivalent professional experience is required.
- A minimum of 5 years' experience in an Executive Assistant or Personal Assistant role, ideally supporting C-suite executives
- Prior experience in liaising with external legal counsel or handling legal matters is a strong advantage.
- Proficiency in Microsoft Office applications is essential.
- Excellent organizational, communication, and multitasking abilities.
- Demonstrated professionalism and discretion in managing confidential information

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Company Description