



PR/095873 | Personal Assistant cum Admin

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1569039

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

December 16th, 2025 10:37

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

The Company

They are a global ground transportation provider with a strong international presence across key financial and business hubs. Their Singapore office plays a critical role in supporting regional operations, executive coordination, and cross-border collaboration with teams in Greater China and beyond.

The Role

They are looking for a Personal Assistant cum Admin to support the General Manager and provide administrative assistance to the sales team based in Hong Kong. The scope includes calendar management, travel bookings, expense claims, office coordination, onboarding, and basic finance tasks. As the role involves regular communication with Chinese-speaking stakeholders, proficiency in Chinese is required. The ideal candidate is independent, detail-oriented, and thrives in a dynamic and fast-paced environment.

Responsibilities

- Provide full secretarial and administrative support to General Manager.
- Manage and coordinate the appointments, meetings, and conferences for General Manager.
- Coordination of travel arrangements for the General Manager.
- Prepare and submit monthly reports on General Manager's reimbursement and other expenses claims.
- Assist on research personal stuff when required.
- Able to maintain confidentiality.
- Prepare and distribute memos, meeting minutes, correspondence, reports, and other documents.
- Maintain accurate records and files, both digital and physical.
- Manage office supplies, including ordering and restocking.
- Manage full responsible in relocated the office if needed.
- Assist in onboarding new employees by preparing workspaces and necessary.
- Input data accurately into relevant databases or systems.
- Assist and support in basic financial tasks, such as processing expense reports, issued invoices.
- Provide administrative support to the sales team based in Hong Kong
- Other ad hoc as assigned.

Requirements

- Proven experience as an office administrator, administrative assistant, or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office software.
- Proficiency in Chinese is required, as the role involves regular coordination with Chinese-speaking stakeholders.
- Excellent communication skills, both written and verbal.
- Strong organizational and multitasking abilities.
- Attention to detail and a commitment to accuracy.
- Ability to work independently and collaboratively in a team.
- Problem-solving skills and a proactive approach to challenges.
- High level of discretion and professionalism when dealing with confidential information.
- Knowledge of basic accounting and bookkeeping principles is a plus.

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Company Description