



JAC Recruitment

マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159933 | Personal Assistant

### Job Information

**Recruiter**
[JAC Recruitment Malaysia](#)
**Job ID**

1569641

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 3rd, 2026 07:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Job Responsibilities

- Manage the CEO's daily administrative and operational tasks.
- Coordinate appointments, travel arrangements, business schedules, itineraries, and general correspondence.
- Organize in-house and external events.
- Prepare and compile meeting materials, tools, and facilities for scheduled meetings, conferences, events take minutes when required.
- Act as a communication liaison between the CEO and internal/external stakeholders to ensure effective message delivery.
- Work closely with the CEO to keep them informed of upcoming commitments and responsibilities, following up appropriately.
- Maintain confidentiality and handle sensitive information with discretion and professionalism.
- Collaborate with cross-functional teams and other departments on special projects.
- Adapt to changing priorities and manage multiple tasks efficiently in a fast-paced environment.
- Assist with ad-hoc administrative and project requirements as needed.
- Willing to travel outstation occasionally and work extra hours, weekends, or public holidays when required.

## Job Requirements

- Bachelor's Degree or Diploma in Secretarial Practice, Business Administration, or a related field.
- Minimum of 5 years' experience as a Secretary or Personal Assistant supporting CEOs or Directors.
- Excellent command of English, Bahasa Malaysia, and Mandarin (spoken and written).
- Strong planning, organizational, problem-solving, time management, and multitasking skills; highly detail-oriented with exceptional accuracy.
- Advanced proficiency in office management systems and Microsoft Office Suite.
- High level of discretion and trustworthiness when handling confidential information.
- Ability to work independently, take initiative, and demonstrate a sense of urgency, flexibility, and resilience in a fast-paced environment.

#LI-JACMY

#countrymalaysia

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description