



PR/095873 | Personal Assistant cum Admin

## Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1570810

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

January 27th, 2026 12:01

## 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.

**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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