



## PR/096400 | Executive Assistant Secretary

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1570932

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

January 13th, 2026 05:00

### 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

#### COMPANY OVERVIEW

Our client is a leading Singapore-based management consultancy, delivers branding, marketing strategy, and integrated business solutions with a strong regional presence across Asia and the US.

#### JOB RESPONSIBILITIES

The company is currently seeking an Executive Assistant Officer (EAO) to provide comprehensive support to its leadership team. This role demands exceptional judgment, outstanding communication skills, and the ability to anticipate needs in a dynamic, fast-paced environment.

- Manage complex calendars, including scheduling meetings, appointments, and conference calls; coordinate domestic and international travel arrangements.
- Screen and prioritize calls, emails, and correspondence; respond or redirect inquiries as appropriate.

- Prepare, review, and edit correspondence, presentations, reports, and other documents to ensure a high professional standard.
- Organize meeting logistics and materials (agendas, decks, papers); attend meetings when required, take minutes, and track action items to completion.
- Support special projects and strategic initiatives by conducting research, compiling data, and preparing detailed reports.
- Plan and execute executive events and functions; liaise with internal teams and external stakeholders.
- Process expense claims and maintain accurate financial records and reports.
- Handle sensitive information with the utmost confidentiality and discretion.
- Oversee document management, including printing, binding, courier arrangements, copying, and filing.
- Draft responses and other written communications for CEO review and approval.
- Perform general administrative tasks (scanning, supplies management, office upkeep) to ensure smooth executive operations.
- Undertake additional ad-hoc duties as assigned by the Executive.

#### JOB REQUIREMENTS

- Diploma or Bachelor's degree preferred; equivalent experience will be considered.
- Minimum of 5 years' experience as an Executive Assistant, Personal Assistant, or in a senior administrative role (C-suite exposure preferred).
- Exceptional written and verbal communication skills.
- Strong proficiency in Microsoft 365 and Google Workspace (calendar, email, Excel/Sheets, PowerPoint/Slides).
- Demonstrated ability to prioritize, multitask, and meet tight deadlines with keen attention to detail.
- High level of professionalism, discretion, and sound judgment.
- Willingness to provide after-hours and urgent support, including a 24/7 standby arrangement.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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