



PR/096401 | Personal Assistant

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1570933

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

We are looking for a highly organized, resourceful, and discreet Personal Assistant to provide comprehensive support to the Principal. The role involves managing a wide range of executive, administrative, and personal tasks with professionalism and efficiency.

- Coordinate preparations for events and appearances, including scheduling makeup, outfit selection, and setting up styling areas.
- Manage meeting minutes, process documents, and maintain accurate data filing systems.

- Oversee household arrangements, inventory organization, meal and refreshment planning, and wardrobe management.
- Example: Design and arrange decorative elements (e.g., artwork or photographs) in the master bedroom to enhance its visual appeal and ambiance.
- Handle purchasing and maintain vendor directories.
- Example: Coordinate the purchase of gowns, handbags, cosmetics, and skincare products; accompany the Principal to exclusive launches or new product arrivals.
- Assist with packing, accompany the Principal on outings, and provide logistical support for domestic and international travel.
- Perform additional tasks or special assignments as delegated by supervisors.

JOB REQUIREMENTS

- Diploma or Bachelor's degree preferred; equivalent experience will be considered.
- Minimum 3–5 years in a Personal Assistant or similar role, preferably supporting senior executives or high-profile individuals.
- Strong organizational and multitasking abilities with attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and Google Workspace.
- High level of discretion and confidentiality.
- Professional demeanor and ability to handle sensitive situations.
- Flexible and adaptable to changing schedules and priorities.
- Willingness to work rotating shifts and cover colleagues when needed.
- Availability for overseas travel during school holidays and festive periods.
- Comfortable with occasional extended hours and urgent tasks.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description