



PR/160172 | Executive Assistant

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1578054

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 30th, 2026 02:00

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

A global financial institution which makes up of several licensed professional entities. They specialize in international securities brokerage, asset management, and external asset management. With diversified products and premium services, they support sophisticated and professional investors around the world.

KEY RESPONSIBILITIES
Administrative Support

- Manage and prioritize the executive's emails, calls, calendar, and correspondence
- Prepare and refine reports, presentations, and corporate documents
- Coordinate meetings, conferences, and global appointments
- Handle travel arrangements, itineraries, and expense claims

Communication

- Serve as the primary liaison between the executive and internal/external stakeholders
- Draft, edit, and proofread business communications
- Ensure timely flow of information and follow-ups

Organization & Operations

- Maintain a well-structured and efficient executive schedule
- Support and coordinate special projects and events
- Ensure the office environment is well-organized and stocked

Confidentiality

- Manage sensitive information with utmost discretion
- Secure and maintain confidential files and documentation

Team & Executive Support

- Provide administrative support to the wider executive team
- Assist with research, data compilation, and basic analysis
- Handle any ad hoc tasks assigned by senior management

JOB REQUIREMENTS

- Bachelor's degree or equivalent professional experience
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Experience managing multiple priorities, administrative coordination, and logistics
- Exceptional organization skills with strong attention to detail
- Excellent written and verbal communication skills
- Professional, polished, and well-presented

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#StateKualaLumpur

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Company Description