



## CR/096702 | Executive Assistant

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1580365

**Industry**

Other (Recruitment Services)

**Job Type**

Contract

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 31st, 2026 11:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### COMPANY OVERVIEW

A well-established global enterprise offering a diverse portfolio of technology products and business solutions designed to support growth, collaboration, and digital transformation.

This is an agency contract role – renewable.

#### JOB RESPONSIBILITIES

- Provide broad administrative and operational support to the C- suite personnel.
- Manage calendar, meeting rooms, facilities, supplier coordination, and timely expense submissions.
- Plan and execute executive visits, including agendas, travel, accommodation, and logistics.
- Handle fast-moving, routine and urgent tasks with strong anticipation and attention to detail.

## JOB REQUIREMENTS

- At least 4 years' experience as an EA, ideally supporting C- suite personnel in a fast-paced MNC or Tech MNC environment.
  - Experience in Global/ Regional /ASEAN exposure coordination.
  - Skilled in complex calendar management, executive visit coordination, and vendor/supplier engagement.
  - Able to manage full international travel planning (multi-leg itineraries, logistics, visa, accommodation).
  - Expense management with accurate, timely submissions.
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- Experience coordinating events and executive visits end-to-end — including offsites, supplier management, catering arrangements, and venue logistics.
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- Proficient in Microsoft 365 (Outlook, Teams, SharePoint).
  - Highly proactive, self-driven, and able to follow through independently.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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