



CR/096703 | Executive Assistant

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1580366

Industry

Other (Recruitment Services)

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 9th, 2026 04:00

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

Executive Administrative Support

- Manage complex calendars, cross-time-zone scheduling, and high-volume meeting coordination.
- Handle agendas, pre-reads, logistics, follow-ups, and action tracking.
- Anticipate leader needs and resolve scheduling issues proactively.

- Manage sensitive information with discretion.

Business Administration & Rhythm-of-Business Support

- Coordinate travel, expenses, POs/invoices (as needed), and routine administrative processes.
- Support planning for team offsites, in-person meetings, virtual events, and morale activities.
- Maintain documentation, trackers, and recurring team processes.

Business Administration & Rhythm-of-Business Support

- Coordinate travel, expenses, POs/invoices (as needed), and routine administrative processes.
- Support planning for team offsites, in-person meetings, virtual events, and morale activities.
- Maintain documentation, trackers, and recurring team processes.

Event & Leadership Engagement Support

- Provide remote support for regional events annually.
- Coordinate schedules, agendas, and logistics for leadership engagements across multiple countries.

Budget / T&E Support

- Track T&E budgets, spending, and variances; flag issues and maintain organized records.

Productivity & Efficiency

- Use Microsoft 365 tools to streamline workflows.
- Apply AI tools to enhance administrative productivity.
- Identify small, continuous improvements to boost leader and team efficiency.

JOB REQUIREMENTS

- At least 4 years as an EA supporting C-suite leaders in Tech MNC or multinational companies in fast-paced environments.
- Provide high-level executive administrative support to a C-Suite leaders.
- Experience in Global/ Regional /ASEAN exposure coordination.
- Manage complex, multi-time-zone scheduling, stakeholder coordination, and fast-paced operational needs.
- Executive-level calendar and travel management (multi-leg itineraries, logistics, accommodation).
- Ensure leaders operate smoothly across global, cross-time-zone environments.
- Experience working with global teams across time zones; flexibility for occasional early/late meetings.
- Excellent written and verbal communication skills.
- High professionalism, reliability, and a proactive, problem-solving mindset.
- Strong organizational skills and operational discipline.
- Experience using AI tools to improve workflow efficiency is good to have.

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

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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description