



## 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**

May 12th, 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

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Company Description