



PR/096806 | Executive Assistant (Consultancy Business)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1582430

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 13:00

General Requirements

Minimum Experience Level

Over 6 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

The Company

Our client is a regional business advisory and consulting firm supporting companies across Asia with operational improvement, strategy execution, and business transformation initiatives. The team works closely with corporate clients to streamline processes, improve efficiency, and deliver high-quality consulting projects.

The Role

This role provides high-level administrative and operational support to senior leadership, ensuring the Executive's schedule, communications, and key activities run smoothly. The Executive Assistant will act as a key coordination point, managing priorities, preparing materials, and supporting business operations.

Key Responsibilities

- Manage the Executive's calendar, scheduling meetings, appointments, and travel arrangements

- Screen and prioritize emails, calls, and correspondence, responding or redirecting where appropriate
- Prepare and review presentations, reports, and business documents
- Coordinate meeting logistics, prepare agendas and materials, and follow up on action items
- Attend meetings when required and record accurate minutes
- Support research, reports, and materials for business initiatives and projects
- Organize executive events and liaise with internal and external stakeholders
- Manage expense claims and maintain records for expenses and reimbursements
- Handle confidential information with professionalism and discretion
- Provide general administrative support and ensure smooth day-to-day office operations

Requirements

- Minimum 5 to 7 years of proven experience supporting senior executives in an Executive Assistant or similar role
- Ability to communicate with Chinese stakeholders
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- High attention to detail and ability to handle confidential information
- Proficiency in Microsoft Office and presentation preparation
- Ability to manage multiple priorities in a fast-paced environment

Dessere Leong

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22107461

#LI-JACSG #countrysingapore

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Company Description