



## PR/096808 | Personal Assistant (Lifestyle Support)

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1582431

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

June 23rd, 2026 05:00

### 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**

You will be joining a regional consulting and advisory firm with operations across Asia, supporting businesses with strategic projects and operational management. The organization works closely with senior leadership and high-level stakeholders across the region.

**The Role**

We are looking for a highly organized and discreet Personal Assistant to provide day-to-day support to the Principal. This role involves a mix of administrative coordination, personal support, and logistics management, ensuring schedules, travel arrangements, and personal matters are handled smoothly.

**Key Responsibilities**

- Manage the Principal's daily schedule, appointments, and personal arrangements
- Assist with travel coordination, including packing support, itineraries, and logistics for local and overseas trips
- Support preparations for events and public appearances, including coordinating styling, makeup, and outfits
- Handle administrative tasks such as meeting minutes, document processing, and filing
- Oversee general household matters, including inventory organization, meals, and wardrobe management
- Coordinate purchases and procurement, including sourcing items and maintaining vendor contacts

- Assist with personal errands and accompany the Principal when required
- Support special tasks and ad-hoc requests assigned by the Principal

**Work Schedule**

- 5 working days per week (8-hour rotational shifts)
- Shift timings: 9:00 AM – 6:00 PM or 10:00 AM – 7:00 PM
- 1 weekday off and 1 weekend day off

**Additional Information**

- Overseas travel may be required during school holiday periods
- Meals will be provided during working hours
- Flexibility is required to support team coverage when needed

Dessere Leong

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22107461

#LI-JACSG #countrysingapore

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Company Description