



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

April 28th, 2026 04:00

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