



CR/096919 | Executive Assistant (EA)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1586461

Industry

Other (Recruitment Services)

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 11:00

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

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.

JOB RESPONSIBILITIES

- Provide administrative and operational support to the Office of the Senior level Executive.
- Coordinate visa applications, travel details, and calendar updates.
- Prepare, submit, and track expense reports.
- Assist with daily administrative needs, including IT, facilities, equipment, and subscriptions.

- Manage meeting room bookings and support purchase order and procurement processes as needed.
- Track travel and expense budgets in line with fiscal year requirements.
- Produce timely, high-quality documents, including briefing materials and meeting notes.
- Support logistics for leadership team offsites when required.
- Monitor the calendar closely and manage last-minute changes.

JOB REQUIREMENTS

- Atleast 8 years of relevant experience, working in a global organization, in fast paced environment.
- Strong organizational skills with experience in calendar, travel and meeting management.
- Proven ability to handle confidential and sensitive information with discretion.
- Solid administrative experience supporting senior leaders.
- Proactive, deadline-driven, and eager to learn.
- Strong planning and prioritization skills in a fast-changing environment.
- Proficient in Microsoft tools and comfortable working with senior stakeholders.

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