



PR/097158 | Executive Assistant

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1599652

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 21st, 2026 03:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Client Summary

Our client, is a growing and established investment company looking for an Executive Assistant to support daily office operations and management activities.

Job Responsibilities:

- Provide full spectrum of secretarial support to Director and management team
- Manage office administration duties including payment of office bills, rental, utilities, electricity, internet, and other operational expenses
- Coordinate and arrange travel bookings including flight tickets, hotel accommodations, transport, and meeting schedules for Director
- Liaise with vendors, landlords, suppliers, and external parties on administrative matter

- Support daily office operations and ensure smooth running of the office environment
- Schedule appointments, meetings, and manage Director's calendar arrangements
- Assist with purchasing of office supplies and monitor inventory usage
- Handle confidential information with professionalism and discretion
- Provide coordination support for company events, meetings, or staff arrangements
- Perform ad-hoc administrative duties and other assignments as delegated by management

Job Requirement

- Degree In Any field
- Minimum 1 years of experience in administrative roles
- Able to work independently

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

JAC Recruitment Pte. Ltd.
EA License No: 90C3026
EA Personnel Name: Ching Ning Xin
Registration No: R22108651

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Company Description