



PR/097319 | CEO Secretary

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1600430

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 30th, 2026 17:02

General Requirements

Minimum Experience Level

Over 1 year

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

We are partnering with a well-established and fast-growing consumer brand with a strong regional presence across Asia.

JOB RESPONSIBILITIES

They are seeking a proactive and highly organized Executive Secretary to support the CEO and ensure smooth day-to-day coordination across the business.

This role is ideal for someone who thrives in a fast-paced environment, enjoys working

- Manage and maintain the CEO's calendar, scheduling meetings, appointments, and priorities effectively
- Coordinate internal and external meetings, including preparing agendas, materials, and taking minutes

- Monitor action items and follow up with relevant stakeholders to ensure timely completion
- Act as a key liaison between the CEO and internal teams to facilitate smooth communication
- Support the planning and coordination of internal meetings and business activities
- Assist in preparing reports, presentations, and summaries for management review
- Track key tasks, deliverables, and updates across teams
- Arrange business travel, accommodation, and detailed itineraries for the CEO
- Coordinate logistics for meetings, events, and leadership engagements
- Manage expense claims and related documentation accurately and efficiently

JOB REQUIREMENTS

- 2–5 years of experience in administration, secretarial, or EA support
- Experience supporting managers or senior stakeholders preferred
- Strong organizational and time management skills
- Good communication skills in English (written & verbal)
- Proficient in Microsoft Office (Excel, PowerPoint, Outlook)
- Detail-oriented, reliable, and able to multitask

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description