

PR/160954 | Personal Assistant to President

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1618531

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 09:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

About the Company

Our client is a foreign banking institution operating within the financial services industry. This opportunity involves providing executive-level administrative, operational and coordination support to the President's Office, with exposure to senior leadership and key business activities.

Responsibilities

- Manage the CEO’s schedule, meetings, travel arrangements and daily administrative matters.
- Prepare correspondence, reports, presentations and meeting materials for senior management.
- Coordinate with internal departments and external stakeholders on behalf of the CEO’s Office.
- Organise board and management meetings, including agendas, minutes and follow-ups.
- Monitor key deadlines and action items, while supporting ad hoc projects, research and confidential matters.

Requirements

- Bachelor's Degree in any relevant discipline.
- Minimum 3 years of relevant experience in a Personal Assistant or Executive Assistant role, preferably supporting senior management.
- Stable employment track record with demonstrated commitment in previous roles.
- Strong command of English, with excellent communication and interpersonal skills.
- Highly organised, proactive and hands-on, with the ability to manage multiple priorities and confidential matters.
- Proficient in Microsoft Office, with strong administrative and coordination skills.

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Company Description