



## PR/158941 | Personal Assistant (Fresh Grads Only)

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントマレーシア

#### 求人ID

1541017

#### 業種

その他（メーカー）

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2025年05月20日 12:39

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

### Company Information

A company from the manufacturing industry is currently looking for a Personal Assistant. This role requires to handle all the Director's business and personal matter.

### Job Responsibilities

- Attend to all secretarial and personal administrative and research support duties in a confidential manner.
- Prepare minutes of meetings and other secretarial tasks, including quotation comparison, market research, market studies, and consolidation of work.
- Monitor deliverables and ensure all HODs provide timely updates to the Directors.

- Coordinate and schedule appointments and meetings.
- Organize the Director's travel plans and itinerary, including necessary bookings.
- Perform comparable duties consistent with the position level as required by the Director, including responding positively to "call-in" work and working additional hours when needed.
- Supervise and verify the Driver's overtime and prepare and submit claims for the Director.
- Undertake ad-hoc tasks and assignments given by the Director

**Key Requirement:**

- Female candidates preferred.
- Introverted personality type (e.g., INTJ, ISTJ) to work independently and with confidence.
- Fresh graduates only; no prior work experience is required.
- Graduating interns are encouraged to apply, with potential for long-term employment post internship.
- Proficiency in Microsoft Excel.
- Good in English and Mandarin.

---

会社説明