



PR/159398 | Personal Assistant

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

1553823

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08月05日 10:20

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 Overview

A company in the Data Center engineering sector is hiring for a Personal Assistant to support a Project Manager. This role offers a unique opportunity to work closely with leadership on high-impact projects, contributing to the smooth execution of operations and strategic initiatives. Working location in Gelang Patah/Iskandar Puteri, Johor.

Job Description

- Provide administrative and operational support to the Project Manager, including scheduling, correspondence, and meeting coordination.
- Assist in preparing reports, presentations, and project documentation.
- Liaise with internal departments and external stakeholders to facilitate project activities.
- Track project timelines, deliverables, and follow-ups to ensure deadlines are met.
- Manage travel arrangements, expense reports, and other logistical tasks.

- Handle confidential information with discretion and professionalism.
- Support ad hoc tasks and initiatives as directed by the Project Manager.

Qualifications

- Diploma or Degree in Business Administration, Management, or a related field.
- Minimum 2 years of experience in an administrative or assistant role, preferably in a project-based environment.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication skills in English and Bahasa Malaysia; Mandarin is an advantage.
- Proficient in Microsoft Office Suite and project management tools.
- Ability to work independently and maintain confidentiality.

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.

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会社説明