



JAC Recruitment

シンガポールの求人なら
JAC Recruitment Singapore

PR/095691 | Senior Corporate Executive

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 シンガポール

求人ID

1553917

業種

土木

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年08月05日 10:50

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

Job title: Senior Corporate Executive

Working Location: Singapore

We are partnering with a leading real estate investment and development firm with a strong presence across Asia and Oceania. Headquartered in Singapore, the company serves as the regional hub for overseeing large-scale commercial, residential, and mixed-use developments in key markets such as Thailand, Vietnam, Indonesia, and Australia. Backed by a well-established global group, the team is known for its strategic growth plans, professional work environment, and long-term approach to real estate investment.

Job Summary

This is a new position to support the corporate management team mainly covering corporate secretarial area and general affair duties.

Responsibilities

- Handling corporate secretarial matters such as director changes, board resolutions, and Annual General

- Handling management service agreement related matters.
- Support audit and internal regulations related matters.
- Translate corporate management related documents to/from Japanese/English.
- Arrange meetings.
- Manage business travel bookings.
- Manage office lease and insurance.
- Manage company courier account.
- Manage staff onboarding and off boarding.
- Update internal listings.
- Manage office and pantry supplies and equipment.
- Attend visitors and company main line call.
- Arrange gift and entertainment, and Christmas card.
- Manage corporate credit card matters.
- Manage subscription matters.
- Fulfill other general clerk duties as needed.

Requirements

- Bachelor's degree in business administration or equivalent.
- 5-8 years of relevant administrative supporting work experience.
- Preferably to have corporate secretarial support working experience.
- Responsible and detail oriented with excellent communication and interpersonal skills required.
- Good team player and able to handle multiple tasks independently.
- Process improvement experience required
- Business level English proficiency required, and Japanese proficiency is preferred for some translation duties.

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