



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/159439 | Executive Secretary

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

1554734

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09月23日 05:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Our client is a European based company, provider of fully integrated electronic and mechatronic design and manufacturing solutions in Penang. They are looking for Executive Secretary to support high-level executives and handle confidential and strategic tasks.

Job Responsibilities

- Provide comprehensive secretarial support to the Executive Chairman, Chief Executive Officer, corporate management team in Penang, as well as to visiting guests and dignitaries.
- Maintain and regularly update the Executive Chairman's personal contact database to ensure accurate information is available for the Corporate Marketing & Communication Manager
- Coordinate all logistics for Board of Directors meetings, including venue arrangements, flight bookings, transportation, meals, and accommodation.
- Organize Corporate Management meetings and seminars, including preparing agendas, sending invitations, taking minutes, and managing infrastructure needs such as conference calls and file sharing.
- Ensure the group's travel procedures are consistently updated and properly maintained.
- Handle all travel bookings for company personnel, customers, and executives, including flights and accommodations.
- Maintain an up-to-date visitor schedule for the group at all times.
- Compile, distribute, and update the official annual corporate calendar.
- Professionally manage and screen incoming calls for the Penang corporate management team.
- Efficiently manage the calendars of the Executive Chairman and Chief Executive Officer.
- Oversee and regulate the usage of designated meeting rooms.
- Provide proofreading and administrative support to the Corporate Legal Advisor on corporate and contract-related

projects.

- Ensure all corporate documents are filed systematically and kept up to date.

Job Requirement

- Emphasize on discretion and confidentiality in handling sensitive information.
- High attention to detail and accuracy in documentation.
- Possess with professional demeanor and interpersonal skills in liaising with internal and external stakeholders
- At least 5 years of working experience in secretarial managing C-suites
- High English proficiency in reading, writing and speaking

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