



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08月12日 10:34

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

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

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会社説明