



PR/159523 | Personal Assistant to MD

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

1558167

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30日 07:00

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 specializes in precision manufacturing and advanced materials, providing critical components and assemblies for semiconductor equipment and other high-tech industries. They are currently looking for Personal Assistant to Managing Director that play a crucial role in providing comprehensive administrative and secretarial

Job Responsibilities

- Maintain and organize MD's schedule including meetings, appointments, and travel management
- Coordinate and schedule internal and external meetings ensuring timely communication and follow-up
- Manage incoming calls, emails, and other forms of communication on behalf of the managing director
- Draft and prepare professional correspondence, reports and documents
- Organize and maintain physical and electronics files, ensuring easy retrieval of information
- Prepare and review documents, presentations and reports as required
- Make travel arrangements including booking flights, hotel and transportation for the managing director.
- Coordinate and set up meetings, ensuring all necessary resources and materials are prepared in advance
- Record minutes of meetings and distribute them to relevant stakeholders
- Handle sensitive information with discretion and maintain confidentiality in all matters related to the MD's office.

Job Requirements

- At least bachelor's degree in any field
- Minimum 5 years of experience in similar role, supporting top-level executives (Managing Director, C levels)
- Excellent organizational and time-management skills
- Strong written and verbal communications in English, Malay and Mandarin
- Ability to work independently and collaboratively in a fast-paced environment

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