



PR/159580 | Executive Assistant to CEO

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

1559944

業種

小売

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 10:47

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

COMPANY OVERVIEW

An established global omnichannel retail company is currently seeking a seasoned and highly efficient Executive Assistant at Petaling Jaya to provide dedicated support to the Chief Executive Officer (CEO). This position entails a blend of high-level executive assistance and office management duties, ensuring seamless day-to-day operations and effective communication between the CEO, internal departments, external stakeholders, and legal representatives.

JOB RESPONSIBILITIES

- Manage and maintain the CEO's calendar, including scheduling meetings, appointments, and coordinating travel, transportation, and accommodation arrangements.
- Handle the preparation and verification of claims and submissions, and support expense reporting processes.
- Prepare, review, and organize documentation, presentations, and reports for both internal and external stakeholders.
- Act as the primary liaison between the CEO and internal teams, business partners, and external stakeholders.
- Coordinate and provide support for board meetings, leadership team sessions, and company events, ensuring agendas, materials, and minutes are accurately prepared and distributed.

- Draft, review, and manage correspondence, reports, and proposals on behalf of the CEO.
- Liaise with internal and external legal counsel regarding relevant legal documentation, ensuring timely filing and secure storage of company contracts.
- Oversee general office administration, including management of facilities, pantry supplies, cleaning services, office equipment, stationery, water dispensers, air-conditioning servicing, and building management matters.
- Handle confidential documents and communications with utmost discretion and professionalism.
- Provide ad hoc administrative and project support as required.

JOB REQUIREMENTS

- A bachelor's degree or equivalent professional experience is required.
- A minimum of 5 years' experience in an Executive Assistant or Personal Assistant role, ideally supporting C-suite executives
- Prior experience in liaising with external legal counsel or handling legal matters is a strong advantage.
- Proficiency in Microsoft Office applications is essential.
- Excellent organizational, communication, and multitasking abilities.
- Demonstrated professionalism and discretion in managing confidential information

#LI-JACMY
#statekualalumpur

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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

会社説明