



PR/159516 | Senior Administrative 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 マレーシア

求人ID

1559968

業種

ITコンサルティング

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 10:48

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

Growing high frequency trading company seeking a Senior Administrative Executive that responsible for high-level office management, coordination, and support to senior staff, contributing to overall organizational productivity and professionalism.

Job Responsibilities

- Manage and execute all general administrative tasks to ensure smooth office operations
- Monitor project progress by following up with internal teams and compiling status updates
- Take accurate meeting minutes and distribute them to relevant stakeholders
- Prepare and consolidate reports for submission to the General Manager (GM) and Chief Technology Officer (CTO)
- Handle procurement of office supplies and maintain inventory levels
- Arrange flight bookings and hotel accommodations for business travel
- Coordinate internal communications and assist in scheduling meetings and appointments

Job Requirement

- Diploma or Degree in Business Administration, Management, or related field
- Proven experience in administrative or executive support roles (minimum 3–5 years preferred)
- Experience in reporting, travel coordination, and project follow-up
- Familiarity with procurement processes and vendor management
- Strong written and verbal communication skills

- Excellent organizational and time management abilities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and collaboratively across departments
- High level of discretion and professionalism when handling confidential information

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