



PR/096094 | EA / Office Manager

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 シンガポール

求人ID

1561381

業種

その他（人材サービス）

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年10月14日 10:17

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

The Company

Our client is a rapidly growing global brand in the health and wellness industry, known for their market-leading fitness supplements and strong digital presence. With a passionate community across 30+ countries, they are expanding their footprint in Asia, and the Singapore office plays a key role in driving commercial and operational success in the region.

The Role

This is an exciting hybrid role combining office management, executive support, and team administration. You will be the central figure in ensuring smooth day-to-day operations while supporting senior leadership with calendar, travel, and administrative tasks. Ideal for someone who thrives in a fast-paced, entrepreneurial environment and enjoys building structure from the ground up.

Key Responsibilities

Office Management

- Manage day-to-day office operations (supplies, vendors, IT coordination, pantry, cleanliness, etc.)
- Act as the go-to person for office-related queries and support

- Coordinate with building management, service providers, and corporate functions

Executive Assistant Support

- Provide PA / EA support to senior leaders including calendar scheduling, travel arrangements, and expenses
- Manage confidential information with discretion and professionalism
- Prepare agendas, meeting materials, and take minutes when required

Administrative & Team Support

- Support HR/admin onboarding for new hires (workspace setup, welcome packs, access, etc.)
- Coordinate team events, offsites, and wellness initiatives
- Process invoices, office expenses, and liaise with finance on admin-related matters

General Support

- Ad-hoc support to regional teams (e.g. marketing, ops, customer support) when required
- Help streamline admin processes and identify areas for improvement
- Serve as a culture ambassador to maintain a positive and productive environment

Who We're Looking For

- At least 5 years of experience in office admin / PA / EA / office manager roles
- Comfortable wearing multiple hats in a lean team and dynamic setting
- Excellent communication skills, highly organised, and solutions-oriented
- Proficient in Google Workspace (Docs, Sheets, Calendar, etc.), Microsoft Office, and is tech-savvy
- Prior experience supporting senior leadership is a plus
- Positive energy and can-do attitude - someone who enjoys building culture

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