



PR/159933 | Personal Assistant

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

1569641

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

2026年02月17日 08:01

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

ネイティブ

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

Job Responsibilities

- Manage the CEO's daily administrative and operational tasks.
- Coordinate appointments, travel arrangements, business schedules, itineraries, and general correspondence.
- Organize in-house and external events.
- Prepare and compile meeting materials, tools, and facilities for scheduled meetings, conferences, events take minutes when required.
- Act as a communication liaison between the CEO and internal/external stakeholders to ensure effective message delivery.
- Work closely with the CEO to keep them informed of upcoming commitments and responsibilities, following up appropriately.
- Maintain confidentiality and handle sensitive information with discretion and professionalism.
- Collaborate with cross-functional teams and other departments on special projects.
- Adapt to changing priorities and manage multiple tasks efficiently in a fast-paced environment.
- Assist with ad-hoc administrative and project requirements as needed.
- Willing to travel outstation occasionally and work extra hours, weekends, or public holidays when required.

Job Requirements

- Bachelor's Degree or Diploma in Secretarial Practice, Business Administration, or a related field.
- Minimum of 5 years' experience as a Secretary or Personal Assistant supporting CEOs or Directors.
- Excellent command of English, Bahasa Malaysia, and Mandarin (spoken and written).
- Strong planning, organizational, problem-solving, time management, and multitasking skills; highly detail-oriented with exceptional accuracy.
- Advanced proficiency in office management systems and Microsoft Office Suite.
- High level of discretion and trustworthiness when handling confidential information.
- Ability to work independently, take initiative, and demonstrate a sense of urgency, flexibility, and resilience in a fast-paced environment.

#LI-JACMY

#countrymalaysia

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