



## 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

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会社説明