



## PR/096401 | 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 シンガポール

求人ID

1570933

業種

ビジネスコンサルティング

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

2026年01月13日 05:00

## 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

流暢

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

Our client is a leading Singapore-based management consultancy, delivers branding, marketing strategy, and integrated business solutions with a strong regional presence across Asia and the US.

## JOB RESPONSIBILITIES

We are looking for a highly organized, resourceful, and discreet Personal Assistant to provide comprehensive support to the Principal. The role involves managing a wide range of executive, administrative, and personal tasks with professionalism and efficiency.

- Coordinate preparations for events and appearances, including scheduling makeup, outfit selection, and setting up styling areas.
- Manage meeting minutes, process documents, and maintain accurate data filing systems.

- Oversee household arrangements, inventory organization, meal and refreshment planning, and wardrobe management.
- Example: Design and arrange decorative elements (e.g., artwork or photographs) in the master bedroom to enhance its visual appeal and ambiance.
- Handle purchasing and maintain vendor directories.
- Example: Coordinate the purchase of gowns, handbags, cosmetics, and skincare products; accompany the Principal to exclusive launches or new product arrivals.
- Assist with packing, accompany the Principal on outings, and provide logistical support for domestic and international travel.
- Perform additional tasks or special assignments as delegated by supervisors.

#### JOB REQUIREMENTS

- Diploma or Bachelor's degree preferred; equivalent experience will be considered.
- Minimum 3–5 years in a Personal Assistant or similar role, preferably supporting senior executives or high-profile individuals.
- Strong organizational and multitasking abilities with attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and Google Workspace.
- High level of discretion and confidentiality.
- Professional demeanor and ability to handle sensitive situations.
- Flexible and adaptable to changing schedules and priorities.
- Willingness to work rotating shifts and cover colleagues when needed.
- Availability for overseas travel during school holidays and festive periods.
- Comfortable with occasional extended hours and urgent tasks.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明