



PR/160172 | Executive 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

1578054

業種

銀行・信託銀行・信用金庫

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06月08日 04:00

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

A global financial institution which makes up of several licensed professional entities. They specialize in international securities brokerage, asset management, and external asset management. With diversified products and premium services, they support sophisticated and professional investors around the world.

KEY RESPONSIBILITIES

Administrative Support

- Manage and prioritize the executive's emails, calls, calendar, and correspondence
- Prepare and refine reports, presentations, and corporate documents
- Coordinate meetings, conferences, and global appointments
- Handle travel arrangements, itineraries, and expense claims

Communication

- Serve as the primary liaison between the executive and internal/external stakeholders
- Draft, edit, and proofread business communications
- Ensure timely flow of information and follow-ups

Organization & Operations

- Maintain a well-structured and efficient executive schedule
- Support and coordinate special projects and events
- Ensure the office environment is well-organized and stocked

Confidentiality

- Manage sensitive information with utmost discretion
- Secure and maintain confidential files and documentation

Team & Executive Support

- Provide administrative support to the wider executive team
- Assist with research, data compilation, and basic analysis
- Handle any ad hoc tasks assigned by senior management

JOB REQUIREMENTS

- Bachelor's degree or equivalent professional experience
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Experience managing multiple priorities, administrative coordination, and logistics
- Exceptional organization skills with strong attention to detail
- Excellent written and verbal communication skills
- Professional, polished, and well-presented

#LI-JACMY

#StateKualaLumpur

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会社説明