



CR/096702 | 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シンガポール

求人ID

1580365

業種

その他（人材サービス）

雇用形態

契約

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06月23日 15:00

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

ビジネス会話レベル

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 well-established global enterprise offering a diverse portfolio of technology products and business solutions designed to support growth, collaboration, and digital transformation.

This is an agency contract role – renewable.

JOB RESPONSIBILITIES

- Provide broad administrative and operational support to the C- suite personnel.
- Manage calendar, meeting rooms, facilities, supplier coordination, and timely expense submissions.
- Plan and execute executive visits, including agendas, travel, accommodation, and logistics.
- Handle fast-moving, routine and urgent tasks with strong anticipation and attention to detail.

JOB REQUIREMENTS

- At least 4 years' experience as an EA, ideally supporting C- suite personnel in a fast-paced MNC or Tech MNC environment.
 - Experience in Global/ Regional /ASEAN exposure coordination.
 - Skilled in complex calendar management, executive visit coordination, and vendor/supplier engagement.
 - Able to manage full international travel planning (multi-leg itineraries, logistics, visa, accommodation).
 - Expense management with accurate, timely submissions.
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- Experience coordinating events and executive visits end-to-end — including offsites, supplier management, catering arrangements, and venue logistics.
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- Proficient in Microsoft 365 (Outlook, Teams, SharePoint).
 - Highly proactive, self-driven, and able to follow through independently.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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会社説明