



CR/096703 | 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

1580366

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05月12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

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

Executive Administrative Support

- Manage complex calendars, cross-time-zone scheduling, and high-volume meeting coordination.
- Handle agendas, pre-reads, logistics, follow-ups, and action tracking.
- Anticipate leader needs and resolve scheduling issues proactively.

- Manage sensitive information with discretion.

Business Administration & Rhythm-of-Business Support

- Coordinate travel, expenses, POs/invoices (as needed), and routine administrative processes.
- Support planning for team offsites, in-person meetings, virtual events, and morale activities.
- Maintain documentation, trackers, and recurring team processes.

Business Administration & Rhythm-of-Business Support

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- Maintain documentation, trackers, and recurring team processes.

Event & Leadership Engagement Support

- Provide remote support for regional events annually.
- Coordinate schedules, agendas, and logistics for leadership engagements across multiple countries.

Budget / T&E Support

- Track T&E budgets, spending, and variances; flag issues and maintain organized records.

Productivity & Efficiency

- Use Microsoft 365 tools to streamline workflows.
- Apply AI tools to enhance administrative productivity.
- Identify small, continuous improvements to boost leader and team efficiency.

JOB REQUIREMENTS

- At least 4 years as an EA supporting C-suite leaders in Tech MNC or multinational companies in fast-paced environments.
- Provide high-level executive administrative support to a C-Suite leaders.
- Experience in Global/ Regional /ASEAN exposure coordination.
- Manage complex, multi-time-zone scheduling, stakeholder coordination, and fast-paced operational needs.
- Executive-level calendar and travel management (multi-leg itineraries, logistics, accommodation).
- Ensure leaders operate smoothly across global, cross-time-zone environments.
- Experience working with global teams across time zones; flexibility for occasional early/late meetings.
- Excellent written and verbal communication skills.
- High professionalism, reliability, and a proactive, problem-solving mindset.
- Strong organizational skills and operational discipline.
- Experience using AI tools to improve workflow efficiency is good to have.

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