



PR/096806 | Executive Assistant (Consultancy Business)

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

1582430

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06月09日 14:00

応募必要条件

職務経験

6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

The Company

Our client is a regional business advisory and consulting firm supporting companies across Asia with operational improvement, strategy execution, and business transformation initiatives. The team works closely with corporate clients to streamline processes, improve efficiency, and deliver high-quality consulting projects.

The Role

This role provides high-level administrative and operational support to senior leadership, ensuring the Executive's schedule, communications, and key activities run smoothly. The Executive Assistant will act as a key coordination point, managing priorities, preparing materials, and supporting business operations.

Key Responsibilities

- Manage the Executive's calendar, scheduling meetings, appointments, and travel arrangements

- Screen and prioritize emails, calls, and correspondence, responding or redirecting where appropriate
- Prepare and review presentations, reports, and business documents
- Coordinate meeting logistics, prepare agendas and materials, and follow up on action items
- Attend meetings when required and record accurate minutes
- Support research, reports, and materials for business initiatives and projects
- Organize executive events and liaise with internal and external stakeholders
- Manage expense claims and maintain records for expenses and reimbursements
- Handle confidential information with professionalism and discretion
- Provide general administrative support and ensure smooth day-to-day office operations

Requirements

- Minimum 5 to 7 years of proven experience supporting senior executives in an Executive Assistant or similar role
- Ability to communicate with Chinese stakeholders
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- High attention to detail and ability to handle confidential information
- Proficiency in Microsoft Office and presentation preparation
- Ability to manage multiple priorities in a fast-paced environment

Dessere Leong

JAC Recruitment Pte Ltd

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会社説明