



PR/096808 | Personal Assistant (Lifestyle Support)

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

1582431

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05月26日 05:00

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

You will be joining a regional consulting and advisory firm with operations across Asia, supporting businesses with strategic projects and operational management. The organization works closely with senior leadership and high-level stakeholders across the region.

The Role

We are looking for a highly organized and discreet Personal Assistant to provide day-to-day support to the Principal. This role involves a mix of administrative coordination, personal support, and logistics management, ensuring schedules, travel arrangements, and personal matters are handled smoothly.

Key Responsibilities

- Manage the Principal's daily schedule, appointments, and personal arrangements
- Assist with travel coordination, including packing support, itineraries, and logistics for local and overseas trips
- Support preparations for events and public appearances, including coordinating styling, makeup, and outfits
- Handle administrative tasks such as meeting minutes, document processing, and filing
- Oversee general household matters, including inventory organization, meals, and wardrobe management
- Coordinate purchases and procurement, including sourcing items and maintaining vendor contacts

- Assist with personal errands and accompany the Principal when required
- Support special tasks and ad-hoc requests assigned by the Principal

Work Schedule

- 5 working days per week (8-hour rotational shifts)
- Shift timings: 9:00 AM – 6:00 PM or 10:00 AM – 7:00 PM
- 1 weekday off and 1 weekend day off

Additional Information

- Overseas travel may be required during school holiday periods
- Meals will be provided during working hours
- Flexibility is required to support team coverage when needed

Dessere Leong

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22107461

#LI-JACSG #countrysingapore

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会社説明