



CR/096919 | Executive Assistant (EA)

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

1586461

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04月14日 10:22

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

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.

JOB RESPONSIBILITIES

- Provide administrative and operational support to the Office of the Senior level Executive.
- Coordinate visa applications, travel details, and calendar updates.
- Prepare, submit, and track expense reports.
- Assist with daily administrative needs, including IT, facilities, equipment, and subscriptions.

- Manage meeting room bookings and support purchase order and procurement processes as needed.
- Track travel and expense budgets in line with fiscal year requirements.
- Produce timely, high-quality documents, including briefing materials and meeting notes.
- Support logistics for leadership team offsites when required.
- Monitor the calendar closely and manage last-minute changes.

JOB REQUIREMENTS

- Atleast 8 years of relevant experience, working in a global organization, in fast paced environment.
- Strong organizational skills with experience in calendar, travel and meeting management.
- Proven ability to handle confidential and sensitive information with discretion.
- Solid administrative experience supporting senior leaders.
- Proactive, deadline-driven, and eager to learn.
- Strong planning and prioritization skills in a fast-changing environment.
- Proficient in Microsoft tools and comfortable working with senior stakeholders.

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