



PR/097158 | 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

1599652

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08月21日 03:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ

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

Client Summary

Our client, is a growing and established investment company looking for an Executive Assistant to support daily office operations and management activities.

Job Responsibilities:

- Provide full spectrum of secretarial support to Director and management team
- Manage office administration duties including payment of office bills, rental, utilities, electricity, internet, and other operational expenses
- Coordinate and arrange travel bookings including flight tickets, hotel accommodations, transport, and meeting schedules for Director
- Liaise with vendors, landlords, suppliers, and external parties on administrative matter

- Support daily office operations and ensure smooth running of the office environment
- Schedule appointments, meetings, and manage Director's calendar arrangements
- Assist with purchasing of office supplies and monitor inventory usage
- Handle confidential information with professionalism and discretion
- Provide coordination support for company events, meetings, or staff arrangements
- Perform ad-hoc administrative duties and other assignments as delegated by management

Job Requirement

- Degree In Any field
- Minimum 1 years of experience in administrative roles
- Able to work independently

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

We regret that only shortlisted candidates will be notified.

JAC Recruitment Pte. Ltd.
EA License No: 90C3026
EA Personnel Name: Ching Ning Xin
Registration No: R22108651

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

会社説明