



PR/097319 | CEO Secretary

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

1600430

業種

レストラン・フードサービス

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07月14日 00:00

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

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

We are partnering with a well-established and fast-growing consumer brand with a strong regional presence across Asia.

JOB RESPONSIBILITIES

They are seeking a proactive and highly organized Executive Secretary to support the CEO and ensure smooth day-to-day coordination across the business.

This role is ideal for someone who thrives in a fast-paced environment, enjoys working

- Manage and maintain the CEO's calendar, scheduling meetings, appointments, and priorities effectively
- Coordinate internal and external meetings, including preparing agendas, materials, and taking minutes

- Monitor action items and follow up with relevant stakeholders to ensure timely completion
- Act as a key liaison between the CEO and internal teams to facilitate smooth communication
- Support the planning and coordination of internal meetings and business activities
- Assist in preparing reports, presentations, and summaries for management review
- Track key tasks, deliverables, and updates across teams
- Arrange business travel, accommodation, and detailed itineraries for the CEO
- Coordinate logistics for meetings, events, and leadership engagements
- Manage expense claims and related documentation accurately and efficiently

JOB REQUIREMENTS

- 2–5 years of experience in administration, secretarial, or EA support
- Experience supporting managers or senior stakeholders preferred
- Strong organizational and time management skills
- Good communication skills in English (written & verbal)
- Proficient in Microsoft Office (Excel, PowerPoint, Outlook)
- Detail-oriented, reliable, and able to multitask

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明