



CR/097722 | 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

1616026

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10月06日 10:26

応募必要条件

職務経験

10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.

This is 6-month agency contract role – renewable.

JOB RESPONSIBILITIES

- Coordinate onboarding for new hires across the team.
- Ensure timely setup of laptops, software, system access, and other onboarding resources.
- Conduct new hire orientation sessions and act as a key onboarding contact.
- Provide administrative support to senior leaders, including calendar management and meeting coordination.

- Manage travel arrangements, itineraries, and logistics for executives and visitors.
- Prepare and submit expense reports, ensuring policy compliance.
- Support hiring managers with onboarding activities and basic setup/troubleshooting.
- Organising company wide events and logistics for it.
- Partner with regional administrative teams to improve onboarding processes.
- Gather feedback and recommend process improvements.
- Support ad hoc administrative tasks, reporting, and team initiatives.

JOB REQUIREMENTS

- Atleast 8 years of experience in executive administration.
- Strong experience in calendar management, travel coordination, and expense processing.
- Proficient in Microsoft Office Suite, Outlook, and Teams.
- Experience in Global/ Regional /ASEAN exposure coordination.
- Skilled in complex calendar management, executive visit coordination, and vendor/supplier engagement, event management.
- Able to manage full international travel planning (multi-leg itineraries, logistics, visa, accommodation).
- Expense management with accurate, timely submissions.

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