

PR/160954 | Personal Assistant to President

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 マレーシア

求人ID
1618531

業種
銀行・信託銀行・信用金庫

雇用形態
正社員

勤務地
マレーシア

給与
経験考慮の上、応相談

更新日
2026年11月03日 09:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

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

About the Company

Our client is a foreign banking institution operating within the financial services industry. This opportunity involves providing executive-level administrative, operational and coordination support to the President's Office, with exposure to senior leadership and key business activities.

Responsibilities

- Manage the CEO’s schedule, meetings, travel arrangements and daily administrative matters.
- Prepare correspondence, reports, presentations and meeting materials for senior management.
- Coordinate with internal departments and external stakeholders on behalf of the CEO’s Office.
- Organise board and management meetings, including agendas, minutes and follow-ups.
- Monitor key deadlines and action items, while supporting ad hoc projects, research and confidential matters.

Requirements

- Bachelor's Degree in any relevant discipline.
- Minimum 3 years of relevant experience in a Personal Assistant or Executive Assistant role, preferably supporting senior management.
- Stable employment track record with demonstrated commitment in previous roles.
- Strong command of English, with excellent communication and interpersonal skills.
- Highly organised, proactive and hands-on, with the ability to manage multiple priorities and confidential matters.
- Proficient in Microsoft Office, with strong administrative and coordination skills.

#LI-JACMY

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.

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会社説明