



PR/157963 | Personal Assistant to the CEO

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505226

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:34

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Our client is a Japanese bank and one of the world's largest financial groups in the world. With a rich history spanning over a century, they currently operate in major markets across Asia, Europe, and the Americas.

JOB RESPONSIBILITIES

- Act as a gatekeeper for the CEO, managing various stakeholders and prioritizing requests effectively. Strong time management and task prioritization skills are essential.
- Handle a complex calendar, scheduling meetings, appointments, and travel arrangements efficiently.
- Manage incoming calls, emails, and correspondence. Prepare and edit reports, presentations, and other documents.
- Process expense reports, coordinate travel logistics, and handle confidential information with discretion.

- Assist with processing bank-related payments and expenses in collaboration with other departments.
- Support client entertainment initiatives by managing event bookings, invitations, logistics, and problem resolution.

JOB REQUIREMENTS

- A recognized degree in Finance, Accountancy, Banking, or a related field.
- Self-motivated with minimal supervision and strong professional communication, interpersonal, negotiation, analytical, and problem-solving skills.
- Professional proficiency in Japanese (JLPT N2 and above)
- At least 1 year of experience as a Personal Assistant or in a similar role.
- Additional relevant experience is a plus, we welcome candidates eager to learn and excel in administrative tasks.

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Company Description