



PR/158253 | Personal Assistant (Cheras)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505503

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:38

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

Company Information

A logistic company based in Cheras is currently looking for a Personal Assistant role to support the current Group CEO.

Job Responsibilities:

- Administrative Tasks: Manage schedules, appointments, travel, and organize files.
- Client Communication: Serve as the main contact for Korean-speaking clients, handling correspondence and meetings.

- Translation: Provide translation for documents and meetings to ensure clear communication between client and CEO.
- Meeting & Task Management: Organize meetings, prepare agendas, take minutes, and prioritize tasks in a fast-paced setting.
- Oversee the whole company operation in Malaysia during Group CEO's absent.

Key Requirements:

- Bilingual Proficiency: Fluent in both written and spoken Mandarin and English.
- Relevant Experience: Open to consider anyone from PA or Administration experience.

Company Description