



PR/157822 | Executive Assistant (Based in Batu Caves)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1508890

Industry

Other

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:18

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 retail company based in Batu Caves is currently looking for an Executive Assistant role. This role will be supporting 2 Directors in the company.

Key Responsibilities:

- Act as the primary point of contact between the leaders and internal/external stakeholders.
- Manage and coordinate calendars, meetings, and appointments to ensure optimal time management.
- Handle travel arrangements, site visits, and logistical planning, ensuring all details are meticulously executed.

- Prepare reports, presentations, and other documents as needed, ensuring accuracy and timeliness.
- Assist in project management by tracking deadlines, organizing tasks, and following up on deliverables.
- Manage ad-hoc tasks and personal assignments with a positive and can-do attitude.
- Provide support during meetings, including taking minutes, managing follow-ups, and ensuring all action items are completed.

Key Requirements:

- Minimum of 4-6 years of experience in an executive support role, preferably in a fast-paced or startup environment.
- Exceptional organizational skills and attention to detail.
- Flexibility and adaptability to changing priorities and schedules
- Fluent in English and Malay.
- Has own transport and able to commute to Batu Caves.

Company Description