



PR/158154 | Confidential Secretary for Japanese Speaker

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1509039

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:24

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 and Job Overview

A leading manufacturer and distributor of high-quality Motorcycles is currently seeking a highly skilled Confidential Secretary who is proficient in Japanese. This role involves providing comprehensive administrative support to senior executives, managing sensitive information with the utmost discretion, and facilitating communication across various departments. The ideal candidate will possess excellent organizational skills, a keen attention to detail, and the ability to handle multiple tasks efficiently.

Job Responsibilities

- Confidential Secretary to Officer.
- Assist the Officer in managing daily administrative tasks, including work diaries, meeting schedules, and travel arrangements.
- Coordinate and maintain executive schedules/calendars, arranging appointments and meetings.
- Ensure effective time management and smooth scheduling.
- Serve as the Japanese interpreter between C-suite executives and local management.
- Record meeting minutes and ensure follow-up on action items within agreed timelines.
- Maintain clear and effective filing and record-keeping systems.
- Support travel arrangements for Japanese expatriates.
- Undertake additional projects, tasks, and duties as assigned by the superior.

Job Requirements

- Bachelor's degree in Business Administration, Secretarial Studies, or a related field.
- Proficiency in Japanese (JLPT N1/ N2) and English, both written and spoken.
- Ability to work independently and as part of a team.
- Willingness to learn and adapt quickly.
- Fresh graduates are encouraged to apply.

Benefits

- Additional compensation for proficiency in Japanese
- Opportunities to transfer to other divisions within the company.
- Comprehensive training programs to support career growth and skill development.
- Extra percentage contribution to the Employee Provident Fund (EPF) to support long-term financial security.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description