



## PR/158017 | Personal Assistant (Based in Klang)

### Job Information

**Recruiter**
[JAC Recruitment Malaysia](#)
**Job ID**

1512331

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 10:33

### 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 manufacturing company based in Klang is looking for a Personal Assistant.

#### Job Responsibilities:

- Manage the Director's calendar by prioritizing commitments, resolving scheduling conflicts, and scheduling meetings, appointments, and travel arrangements to enhance time management.
- Draft and manage the Director's emails and letters, ensuring effective communication with business partners.
- Plan and coordinate meetings, including preparing agendas, compiling materials.
- Ensure the Director is equipped with all necessary materials for meetings.

- Take minutes and follow up on deliverables to ensure action items are implemented swiftly and professionally.
- Handle confidential information
- Reminding Director of important tasks and deadlines.
- Maintain an organized and efficient workspace for Director.
- Screen and priorities all incoming communications, including phone calls, emails, and mail.
- Run errands for the Director and handling personal tasks as needed.
- Any other duties relevant to the needs of the organization and as directed.

**Key Requirements:**

- Diploma or bachelor's degree in business administration, communications, or a relevant field.
- Proficiency in English and Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong interpersonal skills and ability to build relationships with stakeholders.

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Company Description