



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

February 5th, 2025 13:00

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.

Company Description