



PR/158240 | PA to the CEO (MD)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512553

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 16th, 2025 10:01

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 Overview

Our client is a premier Data Center Consulting and Project Management Company based in Petaling Jaya. For the past 25 years they have delivered over 1,000 successful projects

Job Responsibilities

- Manage the CEO's daily administrative and operational tasks.
- Schedule appointments, arrange travel, and coordinate business schedules, itineraries, meeting minutes, and general correspondence.
- Assist in organizing internal and external events.
- Prepare, compile, and arrange materials, tools, and facilities for meetings, appointments, conferences, and events, including refreshments and taking minutes when needed.

- Facilitate communication between the CEO and internal/external stakeholders to ensure effective message delivery.
- Work closely with the CEO to keep them informed of upcoming commitments and responsibilities, following up as necessary.
- Maintain confidentiality and handle sensitive information with discretion and professionalism.
- Collaborate with cross-functional teams and other departments on special projects as assigned.
- Adapt to changing priorities and manage multiple tasks efficiently in a fast-paced environment.
- Assist with other administrative and project requirements as needed.
- Occasionally travel outstation as required.
- Be prepared to work extra hours, weekends, and public holidays when necessary.
- Ensure compliance with industry standards, best practices, and security protocols.

Job Requirements

- Bachelor's Degree or Diploma in Secretarial Practice, Business Administration, or a related field.
- At least 5 years of experience as a Secretary/Personal Assistant to a CEO or Directors.
- Proficiency in spoken and written English, Bahasa Malaysia, and Mandarin.
- Exceptional planning, organizational, problem-solving, time management, and multitasking skills, with a high level of accuracy.
- Advanced proficiency in office management systems and Microsoft Office Suite.
- Discretion and trustworthiness in handling confidential information.
- Strong interpersonal skills, with the ability to interact tactfully and diplomatically with various levels of people.
- Ability to work independently, take initiative, and demonstrate a sense of urgency, tolerance, and flexibility.

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Company Description