



PR/094407 | Personal Assistant to Chairman

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1512609

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 8th, 2025 09:00

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

Responsibilities:

1. Schedule, organize, and coordinate meetings.
2. Manage and update Chairman's calendar to ensure no scheduling conflicts.
3. Coordinate with external stakeholders for meeting arrangements.
4. Attend meetings alongside with Chairman.
5. Take accurate and comprehensive notes during meetings.
6. Provide summaries or action items following each meeting.
7. Assist with the Chairman's daily time management.
8. Prioritize tasks and appointments to ensure an efficient daily workflow.
9. Run personal errands for the Chairman as requested.
10. Handle various personal tasks, ensuring the Chairman's needs outside of work are taken care of efficiently.
11. Organize and manage all travel arrangements, including booking flights, accommodations, and ground transportation.
12. Create detailed travel itineraries, ensuring smooth travel experiences.
13. Review and manage incoming emails, letters, and legal documents.
14. Flag important communications and draft responses on behalf of the Chairman.
15. Maintain professionalism and confidentiality in all correspondence.
16. Prepare and draft professional correspondence, including emails and letters.

17. Ensure timely and clear communication on behalf of the Chairman.
18. Handle personal matters related to the Chairman's family and estates.
19. Coordinate with vendors, staff, and external parties for household or estate-related requirements.

• **Requirements:**

1. Minimum a bachelor's degree in any field.
2. Proven experience as a personal assistant or executive assistant to c-suite level.
3. Ability to multitask and handle various projects with discretion and confidentiality.
4. Flexibility to travel frequently, both domestically and internationally.
5. Willingness to work flexible and irregular hours as needed to accommodate the Chairman's schedule.
6. Demonstrate clear, confident verbal communication in both English and Mandarin to liaise with China counterparts.
- 7.

If you are interested in this role, please click on Apply Now or alternatively, email your updated resume with your availability and expected salary to tiffany.wong@jac-recruitment.com OR corpsvcs.sg@jac-recruitment.com

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd. EA Licence Number: 90C3026

Personnel Registration Number: R22110815

Wong Sook Leng

Company Description