



JAC Recruitment

We are recruitment specialists around the globe

Singapore



PR/094407 | Personal Assistant to Chairman

募集職種

人材紹介会社

ジェイエイシーリクルートメント シンガポール

求人ID

1504855

業種

アミューズメント・エンターテインメント

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2024年11月19日 11:12

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

会社説明