



## PR/157963 | Personal Assistant to the CEO

## 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 マレーシア

## 求人ID

1505226

## 業種

銀行・信託銀行・信用金庫

## 雇用形態

正社員

## 勤務地

マレーシア

## 給与

経験考慮の上、応相談

## 更新日

2024年11月19日 11:34

## 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

## OVERVIEW

Our client is a Japanese bank and one of the world's largest financial groups in the world. With a rich history spanning over a century, they currently operate in major markets across Asia, Europe, and the Americas.

## JOB RESPONSIBILITIES

- Act as a gatekeeper for the CEO, managing various stakeholders and prioritizing requests effectively. Strong time management and task prioritization skills are essential.
- Handle a complex calendar, scheduling meetings, appointments, and travel arrangements efficiently.
- Manage incoming calls, emails, and correspondence. Prepare and edit reports, presentations, and other documents.
- Process expense reports, coordinate travel logistics, and handle confidential information with discretion.

- Assist with processing bank-related payments and expenses in collaboration with other departments.
- Support client entertainment initiatives by managing event bookings, invitations, logistics, and problem resolution.

#### **JOB REQUIREMENTS**

- A recognized degree in Finance, Accountancy, Banking, or a related field.
- Self-motivated with minimal supervision and strong professional communication, interpersonal, negotiation, analytical, and problem-solving skills.
- Professional proficiency in Japanese (JLPT N2 and above)
- At least 1 year of experience as a Personal Assistant or in a similar role.
- Additional relevant experience is a plus, we welcome candidates eager to learn and excel in administrative tasks.

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#stateKualaLumpur

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会社説明