



PR/158240 | PA to the CEO (MD)

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

1509102

業種

ITコンサルティング

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12月11日 15:31

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

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.

#LI-JACMY
#stateSelangor

会社説明