



PR/158253 | Personal Assistant (Based in Cheras)

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

1509109

業種

物流・倉庫

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 Information

A logistic company based in Cheras is currently looking for a Personal Assistant role to support the current Group CEO.

Job Responsibilities:

- Administrative Tasks: Manage schedules, appointments, travel, and organize files.
- Client Communication: Serve as the main contact for Korean-speaking clients, handling correspondence and meetings.

- Translation: Provide translation for documents and meetings to ensure clear communication between client and CEO.
- Meeting & Task Management: Organize meetings, prepare agendas, take minutes, and prioritize tasks in a fast-paced setting.
- Oversee the whole company operation in Malaysia during Group CEO's absent.

Key Requirements:

- Bilingual Proficiency: Fluent in both written and spoken Mandarin and English.
- Relevant Experience: Open to consider anyone from PA or Administration experience.

会社説明