



PR/157822 | Executive Assistant (Based in Batu Caves)

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

1512211

業種

その他

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

2025年01月08日 17:00

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 retail company based in Batu Caves is currently looking for an Executive Assistant role. This role will be supporting 2 Directors in the company.

Key Responsibilities:

- Act as the primary point of contact between the leaders and internal/external stakeholders.
- Manage and coordinate calendars, meetings, and appointments to ensure optimal time management.
- Handle travel arrangements, site visits, and logistical planning, ensuring all details are meticulously executed.

- Prepare reports, presentations, and other documents as needed, ensuring accuracy and timeliness.
- Assist in project management by tracking deadlines, organizing tasks, and following up on deliverables.
- Manage ad-hoc tasks and personal assignments with a positive and can-do attitude.
- Provide support during meetings, including taking minutes, managing follow-ups, and ensuring all action items are completed.

Key Requirements:

- Minimum of 4-6 years of experience in an executive support role, preferably in a fast-paced or startup environment.
- Exceptional organizational skills and attention to detail.
- Flexibility and adaptability to changing priorities and schedules
- Fluent in English and Malay.
- Has own transport and able to commute to Batu Caves.

会社説明