



PR/158017 | Personal Assistant (Based in Klang)

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

1512331

業種

その他（メーカー）

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 14:00

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 manufacturing company based in Klang is looking for a Personal Assistant.

Job Responsibilities:

- Manage the Director's calendar by prioritizing commitments, resolving scheduling conflicts, and scheduling meetings, appointments, and travel arrangements to enhance time management.
- Draft and manage the Director's emails and letters, ensuring effective communication with business partners.
- Plan and coordinate meetings, including preparing agendas, compiling materials.
- Ensure the Director is equipped with all necessary materials for meetings.

- Take minutes and follow up on deliverables to ensure action items are implemented swiftly and professionally.
- Handle confidential information
- Reminding Director of important tasks and deadlines.
- Maintain an organized and efficient workspace for Director.
- Screen and priorities all incoming communications, including phone calls, emails, and mail.
- Run errands for the Director and handling personal tasks as needed.
- Any other duties relevant to the needs of the organization and as directed.

Key Requirements:

- Diploma or bachelor's degree in business administration, communications, or a relevant field.
- Proficiency in English and Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong interpersonal skills and ability to build relationships with stakeholders.

会社説明