



## 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02月05日 13:00

### 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.

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会社説明