



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

1512553

##### 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

2025年02月19日 11:01

#### 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

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会社説明