

## Détail de l'offre : Personal assistant

<b>Partenaire</b>	French Chamber of Commerce Singapore
<b>Adresse</b>	541 Orchard Road, #09-01 Liat Towers
<b>Code postal</b>	238881
<b>Ville</b>	Singapore
<b>Référence</b>	ZR_626_JOB
<b>Titre</b>	Personal assistant
<b>Description du poste</b>	Executive Assistant

### Missions:

- Reports to the Regional CEO, Asia Pacific Infrastructure;
- Supports the achievement of business objectives;
- Participates in the VP administrative and technical support
- Coordinates with assistants already in these offices;
- Promotes collaboration and teamwork within the Singapore office and international.

### Main responsibilities:

- Planning and organizing business trips: authorizations, reservations, logistics
- Active follow-up emails and communications from the VP
- Prepare payment requests, expense accounts and do the necessary follow-ups;
- Update the travel schedule and internal committees;
- Manage the arrival of new colleagues and collaborate on their integration;
- Perform the coordination and organization (logistics) of meetings and interviews;
- Organize effectively the logistics of certain committees, meetings of teams served, prepare the agenda and participate if necessary;
- Collaborate to update internal processes and procedures;
- Maintain cordial business relations with internal and external partners;
- Ensure the implementation and follow-up of the directives and policies within its sector
- Actively collaborate on document management, contributing to the development and management of the different portals.

<b>Type de contrat</b>	Emploi
<b>Métier</b>	Administration / juridique
<b>Localisation</b>	Singapore
<b>Pays</b>	Singapour
<b>Profil recherché</b>	Skills:

- As this position requires to deal with documents in French, proficiency in French is

required

- Autonomy and sense of initiative;
- Developed sense of organization, prioritization and follow-up;
- Clarity of oral and written communications;
- Concern for quality;
- Reliability and availability;
- Collaboration and teamwork;
- Good interpersonal and interpersonal skills;
- Ability to solve problems;
- Discretion and professionalism

**Expérience** Expérimenté (3-10 ans)  
**Secteur** Ingénierie  
**Langues** Anglais