

# Executive Assistant - Managing Director & Market Manager Malaysia

## 工作职责

As the Executive Assistant, you will play a pivotal role in enabling the MD to focus on strategic priorities by delivering proactive, high-level administrative and operational support. This role is ideal for a dynamic, resourceful, and highly organized professional who thrives in a fast-paced, results-driven environment.

### Key Responsibilities:

#### 1. Administrative Support:

- Manage the MD's calendar, schedule meetings, and handle travel arrangements.
- Prepare and edit correspondence, communications, presentations, and other documents.
- Handle travel related support, for instance travel itinerary integrating meetings, flight and accommodation booking, visa requests, and other administrative tasks.

#### 2. Operational Support:

- Coordinate and manage projects, ensuring timely completion.
- Prepare the management meeting agenda, minutes takers and track completion status on action plans
- Assist in the preparation of reports and presentations for meetings.
- Manage facilities, utilities, and stationery administration.

#### 3. Stakeholder Management:

- Act as a liaison between the MD and internal/external stakeholders.
- Facilitate effective communication and follow-up on key issues.
- Support direct reports in their roles and responsibilities.

#### 4. Event Organization:

- Organize events such as conferences, workshops, annual dinners, and townhall meetings.

#### 5. Confidentiality and Discretion:

- Handle sensitive information with the utmost confidentiality.
- Support the MD in strategic planning and decision-making processes.

#### 6. Budget and Strategy:

- Assist in budget preparation, strategic planning, and tracking action items.

### Opportunities for Growth:



职位号码

**REF83096Y**

工作职能

行政支持

所在地

**Petaling Jaya**

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

**Continental Tyre PJ Malaysia  
Sdn. Bhd.**

- **Exposure to Leadership:** Gain insights into the strategic priorities and decision-making processes of senior leadership.
- **Professional Development:** Enhance your skills in project management, communication, and strategic planning.
- **Impact:** Contribute to high-impact projects and initiatives that drive the business forward.

You will be a key liaison between the MD and internal/external stakeholders, ensuring seamless communication, efficient calendar, travel arrangement, meeting and project management, and timely execution of business-critical initiatives. Beyond traditional EA duties, you'll be trusted with confidential information, support cross-functional coordination, and contribute to the success of high-impact projects. This is an excellent opportunity to gain exposure to the inner workings of a senior leadership role within a leading sales organization, while adding real strategic value to the business.

## 职位要求

Bachelor Degree in Business Management, or a relevant field.

Minimum 3 years work experience in similar function with matrix organization structure, preferably within a fast-paced sales or corporate environment.

Exceptional organizational skills with the ability to multitask, prioritize effectively and manage time efficiently under pressure.

High level of discretion and confidentiality in handling sensitive business information.

Fluent in English communication and strong attention to details with a proactive and solution oriented mindset.

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## 关于我们

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