

The Opportunity:

ASW is currently looking for a **Personal Assistant** who will assist the day-to-day activities of the client's sole principal.

Duties and Responsibilities:

- Act as the point of contact of the client's sole principal on his day-to-day activities
- Financial research for investment funds
- General financial assistance with investments
- Screen and direct phone calls and distribute correspondence
- Handle requests and queries appropriately
- Manage diary and schedule meetings and appointments
- General home support with such items as ordering household items
- General family support, such as organizing dinners and parties
- Make travel arrangements

Skills and Qualifications:

- Bachelor's degree in Management or any related field is a must
- Proven work experience as a Personal Assistant, Executive Assistant, Admin Assistant, or any related experience.
- Experience working with an Australian client on a personal level would be an advantage.
- MS Office and English proficiency
- Outstanding organisational and time management skills
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality

ASW Offers

- A diverse, inclusive, and supportive company culture
- Competitive remuneration
- Opportunity to collaborate and work with global clients and stakeholders
- Medical benefits
- Great Paid Leave entitlements
- Team outings, travel opportunities, company parties/events, and other exciting activities
- Exposure to an international environment, working with people across Malaysia, Vietnam, the Philippines, and Australia
- Industry and role-related training

- Ongoing career opportunities

#LI-DC1