



PR/158344 | Payroll & Admin Officer

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1536537

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 14th, 2025 15:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JOB DESCRIPTION

- Provides administrative support including documentation filling and processing
- Maintains physical and e-filing systems
- Prepare sales report
- Assist online banking payment
- Responsible for the submission to SSM, EPF, SOCSO, DBKL, other authority, etc
- Liaise with bank for open bank account document
- Any other ad-hoc task as assign

JOB REQUIREMENTS

- Strong attention to detail and good analytical skills
- Verbal and written communication skills in English, Bahasa, and Mandarin
- Works closely with other administrative staff and supports other colleagues as needed.
- Ability to work well independently and in collaboration with others
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ability to work well under pressure and navigate multiple deadlines.
- Familiarity with standard office platforms, such as Microsoft Office, excel and QuickBooks
- Time management, multitasking, and flexibility
- Candidates must possess at least Diploma in any field.
- Fresh graduates are welcome.

#LI-JACMY

#StateKL

Company Description