



PR/158759 | Admin Assistant

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1536686

Industry

Other (Consulting and Professional Services)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 16:04

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

COMPANY OVERVIEW:

An Asia Pacific regional sales and service office from Japan, specializing in wastewater treatment plants that contribute to environmental protection. They also provide engineering, design, construction, and maintenance services for industrial filtration and wastewater treatment systems. As part of their expansion, they are seeking an Admin professional to grow together with their team.

JOB RESPONSIBILITIES:

- Handle procedures for employee health checks and maintain related records.
- Manage office equipment and supplies.
- Oversee cleaning and maintenance of company premises.
- Plan and organize company events.
- Provide administrative support to various departments.

JOB REQUIREMENTS:

- Minimum Diploma qualification
- Minimum 2 - 3 years in general admin working experience. Preferred Female candidates only.
- Proficiency in English and Bahasa Malay.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Familiarity with office management procedures and basic accounting principles.
- Proficiency in Microsoft Office Suite.

#LI-JACMY
#stateselangor

Company Description