



PR/158753 | Admin Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1540875

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:35

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

Our client is a newly set up manufacturing company in automotive parts, located at Senai Airport City, Johor.

Job Responsibilities

- HR/Admin function - attendance, recruitment, employment pass application, manage company office stationery/equipment usage and purchasing, company event arrangement such as Hari Raya, Chinese New Year celebrations, staff birthday
- Production related function - compile weekly/monthly production/QC KPI data, such as Overall Equipment

Effectiveness, as a meeting minute's taker for overall departments.

Job Requirements

- Diploma in business or engineering.
- 2-3 years experience in manufacturing environment.

Interested applicants are welcome to apply online.

Company Description