



## PR/158759 | Admin Assistant

### Job Information

**Recruiter**[JAC Recruitment Malaysia](#)**Job ID**

1540884

**Industry**

Other (Consulting and Professional Services)

**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:**

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.

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Company Description