



## PR/158964 | Administration Manager (Japanese Speaker)

### Job Information

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

1541034

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 05:00

### 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

**■Company and Job Overview**

A Japanese real estate developer is hiring an Administration Manager to oversee the financial and administrative functions within the organization and be responsible for all aspects of operations, including timely accounting reporting, ensuring smooth running of HR and administrative tasks.

**■Responsibilities:**

- Lead the department functions such as Finance & Accounts / IT / General Affair / HR / Sales Administration
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities
- Provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Monitor costs and expenses to assist General Manager in budget preparation
- Ensure operations adhere to policies and regulations

■Requirements:

- At least 10 years of working experience in Accounting, Finance, HR or other related fields inclusive at least 3 years in managerial level.
  - In-depth understanding of office management procedures and departmental and legal policies.
  - Familiar with financial and facilities management principles
  - Japanese language skill
  - An analytical mind with problem-solving skills
  - Excellent organizational and multitasking abilities
  - Willing to work at KL city center
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Company Description