



JAC Recruitment

We are recruitment specialists around the globe

Malaysia



PR/158793 | 秘書・総務 / Japanese Speaking Secretary cum General Affair

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1548098

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:32

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

【ポジション】

秘書・総務

【求人の詳細】

日系ソフトウェア開発会社にて日本人社長の秘書業務とオフィスマネジメントを担当いただきます。

■社長のスケジュール管理、来客対応、資料整理

■勤怠管理、経理事務、各種保険更新の手続き等

【勤務時間】

平日 09:00~18:00

【選考フロー】
1～2回

【必須条件】

- 就労ビザ不要の方で事務や秘書などサポート職の経験が3年程度ある方
- 英語、日本語、マレー語での業務が可能なこと
- 能動的に業務に取り組めること

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

Company Description