



マレーシアの求人なら  
JAC Recruitment 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**

October 1st, 2025 05:00

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**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