



PR/159256 | Manager, Records Management

Job Information

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

1548220

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:37

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

Our client is a logistics and supply chain management, specialize in providing port terminal operations, trucking, freight forwarding, shipping, and other related activities. The office located in Port Klang, and is looking for a talent to be manage the record management department, the experience from industry such as port terminal operations, trucking, freight forwarding, shipping, will be an added advantage.

Job Responsibilities

- Manage the records management system for quick retrieval of both electronic and paper records.
- Ensure the records management business operates economically and efficiently, while developing and implementing policies and procedures.
- Maintain a safe and secure environment in the records management center, protecting customer and company privacy.
- Continuously seek opportunities to improve processes and enhance customer experience.
- Plan and coordinate the accuracy and integrity of all inventories, optimizing space usage in the records management center.

Job Requirements

- Bachelor's degree in Business Administration, Management, or a related field, with over 3 years of experience in sales, marketing, and record management.
- Proficient in English and Malay, with additional skills in Chinese or Japanese preferred.
- Strong PC skills, including Word, Excel, and PowerPoint, along with project management experience.
- Excellent negotiation skills and experienced in records management, including digitalization, prioritizing sales and staff management.
- Proven sales and management skills.
- To be considered for this role, the relevant rights to work in Malaysia are required. Candidates who require work pass need not apply.

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Company Description