



## PR/159332 | Office Admin Manager (HR, Finance and Admin)

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1552455

**Industry**

Amusement, Entertainment

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 14:00

### 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 Information

A company based in Damansara Height, is currently looking for a Back Office Manager, this role requires to handle HR, Finance and Admin for local and regional level.

#### Key Responsibilities

##### 1. Finance / Accounting

- Review and monitor monthly closing for all three countries
- Prepare and consolidate materials for management/board meetings

- Check and approve payments in each country
- Review and verify journal entries
- Stay up to date with tax regulations and updates in each country

## 2. HR / General Administration

- Develop and maintain employment rules and staff handbooks for each country
- Draft and manage employment contracts and other company agreements
- Oversee contract administration and compliance across the three countries
- Cross-Country Coordination
- Collaborate with local and regional office staff.
- Report directly to company executives / management

### **Key Requirements:**

- Experience in project management, including issue identification, solution planning, task management, and schedule control
- Strong ability to build and implement organizational systems and structures
- Finance/accounting experience is highly valued and preferred
- Strong communication and coordination skills to work with diverse, cross-border teams
- Ability to understand and align with management's intent and provide clear, accurate reporting

**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.

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