



## PR/159360 | Senior HR & Admin Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1552475

**Industry**

Restaurant, Food Service

**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 & Job Overview**

A rapidly growing manufacturing company in Penang mainland is seeking for Senior HR Admin Executive to help the business to oversee daily office operations and lead the administrative team. This role involves managing office resources, vendor coordination, HR support, records management, and assisting with budgeting and reporting. The ideal candidate is highly organized, detail-oriented, and possesses strong leadership and communication skills to ensure smooth administrative and operational functions across the organization.

**Job Responsibilities**

- Manage and supervise the administrative staff, delegating tasks and providing guidance as needed
- Oversee the day-to-day administrative operations, including maintaining office supplies, managing inventory, and coordinating with and managing vendors (Janitorial and Security)
- Develop and implement efficient administrative policies and procedures to streamline operations
- Serve as the primary point of contact for internal and external inquiries, addressing concerns and providing solutions
- Maintaining a clean and organized workspace, and handling other general office tasks

- Assist with HR-related tasks, such as onboarding new employees and managing employee records
- Collaborate with the finance team to ensure accurate record-keeping and reporting
- Assisting in budget preparation, expense monitoring, and tracking departmental expenses
- Monitor and report on key performance indicators to identify areas for improvement
- Maintaining accurate and organized records, both physical and electronic, including employee records, attendance, and vacation schedules
- Managing schedules, coordinating meetings, handling phone calls, and managing correspondence
- Conducting research and providing administrative support to various projects
- Arranging travel itineraries and preparing expense reports for employees
- Preparing reports, presentations, and other documentation for meetings
- Preparing and coordinate VIP visit meeting arrangement and setup

### Job Requirements

- Minimum 5 years of experience in a similar administrative management role, preferably in the office management or operations industry
- Strong organizational and multitasking skills with the ability to prioritize tasks and meet deadlines
- Excellent communication and interpersonal skills, with the ability to interact effectively with all levels of the organization
- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint) and office equipment
- Problem-solving mindset with a keen eye for detail and a commitment to continuous improvement
- Ability to work independently and as part of a team

**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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### Company Description