



## PR/159228 | HR & Admin Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1553816

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

August 19th, 2025 15:00

### 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 and Job Overview

Our client is a global leader in advancing diagnostic solutions, delivering integrated support for anatomic pathology and patient care through best-in-class innovation, quality, and customer service. They are seeking an individual for a HR & Admin Executive role, handling administrative support, and documents preparation, and any ad-hoc administration tasks.

#### Job Responsibilities:

- Administrative Support: Manage office supplies including the purchase and inventory of stationery and other essentials.
- Document Preparation: Ensure proper filing and documentation of employee records.
- HR Operations Assistance: Support basic HR functions including leave tracking, attendance monitoring, and employee data updates.

- Coordination and Communication: Act as a point of contact for internal staff inquiries related to HR and admin matters.

#### Job Requirements

- Minimum of one year of relevant experience: Demonstrated success and experience in the aforementioned responsibilities.
- Excellent Negotiation and Task Management Skills: Proficient in negotiating terms and managing tasks effectively.
- Required language(s): Bahasa Malaysia, English, Chinese (is an added advantage).
- To be considered for this role, the relevant rights to work in Malaysia are required. Candidates who require work pass need not apply.

#### Additional information:

- Office location: Bandar Sunway (accessible by BRT)
- Working hour 8.30am - 5.30pm (Mon - Thurs work from office, Friday work from home), no flexible working hour at this moment.

#LI-JACMY

**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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