



## PR/159228 | Office Admin Executive

## Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1553816

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

September 30th, 2025 02:00

## 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

## COMPANY 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 an office admin role, handling administrative support, and documents preparation, and any ad-hoc administration tasks.

## JOB RESPONSIBILITIES

- Administrative Support: Oversee office supply management, including purchasing and inventory of stationery and other essentials.
- Document Management: Maintain accurate filing and documentation of employee records.
- HR Assistance: Support basic HR tasks such as tracking leave, monitoring attendance, and updating employee information.
- Internal Coordination: Serve as a contact point for staff inquiries related to HR and administrative 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)

#LI-JACMY

#StateSelangor

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Company Description