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PR/159393 | Corporate Support Executive - Admin

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1553821

Industry
Retail

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
August 5th, 2025 10:20

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 OVERVIEW

A FMCG company is seeking for Corporate Support Executive at Kuala Lumpur to support their daily operations. The ideal candidate will handle general administrative duties, ensuring smooth office functions and compliance with internal processes.

JOB RESPONSIBILITIES

- Coordinate office admin tasks and follow-up

- Coordinate bookings for business travel, training, and onboarding (hotel, flight, transport).

- Handle vendor liaison and follow-up (utilities, printer, pantry supplies, courier services)

- Manage company car servicing schedule and maintain logbook.

- Process employee claims (Touch 'n Go, petrol, courier) and reconcile credit card usage records.

- Track WFH records, movement logbooks, and disposal documentation.

- Support governance and compliance documentation (SOP, onboarding files, PDPA, etc.)

- Prepare and file supporting documents for approvals and audit.

- Assist with administrative setup for training, visitor, and VIP preparation.

JOB REQUIREMENTS:

- Possess a Bachelor's Degree or Diploma in Business Administration, Office Management, or a related discipline.
- Minimum of 2–3 years of experience in administrative, finance support, or office coordination roles.
- Proficient in English communication.
- Highly organized, detail-oriented, and capable of working independently.
- Holds a valid driving license as there could be travel when needed.
- Demonstrates a good computer literacy.
- Familiarity with SAP systems is an added advantage.

#LI-JACMY

#StateKL

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Company Description