



JAC Recruitment

マレーシアの求人なら  
JAC Recruitment Malaysia

PR/159408 | ファンドアドミン・アシスタント

## Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1553830

**Industry**

Bank, Trust Bank

**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

[Position]

Fund / Corporate Administrative Officer

Fund / Corporate Administrative Officer needs to work independently and conduct extensive operations by assisting the fund and corporate administration function of the Company, your roles and responsibilities shall include to:

Fund administrative supporting role

1. Administrative Support
2. Investor Communication Support
3. Portfolio Monitoring
4. Cashflow Management
5. Record Keeping
6. Compliance and Regulation
7. Reporting and Analysis

8. Collaboration:
9. Process Improvement:

Corporate Administrative supporting role

1. Invoice Processing:
2. Expense Reports:
3. Financial Documentation
4. Communication with other departments and external parties
5. Help ensure compliance with financial regulations and company policies
6. General administrative Tasks
7. Other ad hoc support

[Requirement]

- Business level of Japanese and English (Read, write and speak)
- Basic Accounting knowledge
- University degree/Professional designation such as ACCA, CPA, CMA, etc will be considered as an asset.
- Proficiency with Microsoft Excel.
- Prior fund accounting experience is desired, but not required.

[Others]

- Working hour: 9:00-18:00 (with flex hour)
- Location: Kuala Lumpur (near monorail station)

#LI-JACMY

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## Company Description