



PR/159408 | ファンドアドミン・アシスタント（就労ビザ不要の方対象）

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

February 3rd, 2026 09:01

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]

Japanese Speaking 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

*There is a process manual to follow.

[Requirement]

- Business level of Japanese and English (Read, write and speak)
- Basic Accounting knowledge
- Person who does not require employment pass in Malaysia
- University degree
- Proficiency with Microsoft Excel.
- Prior fund accounting experience is desired but not a must.

[Others]

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

#LI-JACMY

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Company Description