

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 (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

October 14th, 2025 16:00

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

[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