



## 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)

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Company Description