



マレーシアの求人なら
JAC Recruitment Malaysia

PR/159466 | Assistant Admin Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1555411

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 11:01

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

Company & Job Overview

A rapidly growing company in Penang Island is seeking an experienced and dynamic Assistant Admin manager to support the daily operations of hospital and assist in overall administrative management. This role requires coordination across departments, policy implementation, event planning, and liaison with medical professionals and government authorities to ensure smooth hospital operations and compliance. The ideal candidate should have strong leadership, communication, and problem-solving skills, who thrives in a team environment and is committed to delivering operational excellence.

Job Description

- Assist to oversee daily operations of the hospital and ensuring its smooth delivery.
- Assist middle management to implement policy decisions made.
- Determines needs and makes recommendations for improvement.
- Identify problems and initiates remedial actions.
- Directs change and resolves conflicts.
- Evaluates standard of care continuously.
- Coordinates and provides assistance on legal matters.
- Liaise with relevant government agencies.
- Recommend to the Medical Superintendent and Executive Committee policy changes which will improve the quality of care.
- Perform secretarial duties for the Executive Committee.

- Manage and plan in arranging Hospital's major events and meeting, such as Hospital Annual Dinner, Director's Meeting, EXCO, etc.
- Liaise with consultants and doctors regarding contract terms of engagement and licensing requirements.
- Coordinate with stakeholders and relevant parties to ensure compliance with regulatory requirements, licensing matters, audit processes, and other operational concerns, including patient complaints, cost compliance and related issue.
- Oversee marketing matters and materials, such as brochures, magazines

Job Requirements

- Degree in Management/ Business Administration or its equivalent
- Minimum 5 years management experience in a healthcare provider set-up
- An effective team player with good communication and management skills
- Committed, independent, mature with leadership qualities
- Possess a self driven positive attitude

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Company Description