



## PR/159501 | Office Manager

### Job Information

**Recruiter**[JAC Recruitment Malaysia](#)**Job ID**

1556741

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

September 2nd, 2025 10:15

### 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

#### COMPANY OVERVIEW

An established insurance brokerage firm is hiring an Office Manager who is passionate about people and operational excellence. This role is pivotal in ensuring the smooth functioning of the office and encompasses responsibilities in administration, facilities management, vendor coordination, and employee support. The position also plays a key role in driving ESG (Environmental, Social, and Governance) initiatives.

#### JOB RESPONSIBILITIES

##### Administrative & Office Operations

- Oversee daily office operations to ensure efficiency.
- Manage inventory of office supplies, pantry items, and equipment.
- Maintain a clean, safe, and well-organized workspace.

- Handle office budgeting and monitor expenses.
- Prepare operational and expenditure reports.

#### People & Team Support

- Act as the primary contact for employees regarding office-related matters.
- Support employee onboarding and offboarding, including desk setup, access cards, and office orientation.
- Assist with logistical arrangements for office events, including corporate and employee engagement activities.

#### Facilities & Vendor Management

- Coordinate with building management, contractors, and service providers for office and facility-related matters.
- Supervise maintenance, repairs, and office security systems.
- Negotiate and manage service contracts with suppliers and vendors.

#### Environment, Social and Governance

- Assist in the planning, execution, and monitoring of ESG initiatives for the Kuala Lumpur office, and support the ESG committee in implementing key programs.
- Promote employee engagement and awareness in ESG-related activities.

#### JOB REQUIREMENTS

- Diploma or Degree in Business Administration, Office Management, or a related field.
- Minimum 5 years of proven experience in office administration, facilities, or operations management.
- Strong communication and interpersonal skills, with the ability to collaborate effectively relationships across all levels.
- Excellent organizational and time management abilities
- Strong analytical skills and attention to detail.
- Proactive and resourceful, with a willingness to learn, adapt, and take on evolving responsibilities.
- High level of professionalism, discretion, and integrity, especially in handling sensitive information and employee matters.
- Proficiency in Microsoft Office Suite.
- Multilingual proficiency in English, Chinese, and Cantonese is preferred.

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#### Company Description