



PR/159516 | Senior Administrative Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1558161

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 12:01

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

Growing high frequency trading company seeking a Senior Administrative Executive that responsible for high-level office management, coordination, and support to senior staff, contributing to overall organizational productivity and professionalism.

Job Responsibilities

- Manage and execute all general administrative tasks to ensure smooth office operations
- Monitor project progress by following up with internal teams and compiling status updates
- Take accurate meeting minutes and distribute them to relevant stakeholders
- Prepare and consolidate reports for submission to the General Manager (GM) and Chief Technology Officer (CTO)
- Handle procurement of office supplies and maintain inventory levels
- Arrange flight bookings and hotel accommodations for business travel
- Coordinate internal communications and assist in scheduling meetings and appointments

Job Requirement

- Diploma or Degree in Business Administration, Management, or related field
- Proven experience in administrative or executive support roles (minimum 3–5 years preferred)

- Experience in reporting, travel coordination, and project follow-up
- Familiarity with procurement processes and vendor management
- Strong written and verbal communication skills
- Excellent organizational and time management abilities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and collaboratively across departments
- High level of discretion and professionalism when handling confidential information

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Company Description