



## PR/159516 | Senior Administrative Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1559227

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

September 23rd, 2025 10:50

### 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

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

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description