



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/155343 | JAPANESE SPEAKING HR / ADMIN EXECUTIVE

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1559942

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

September 30th, 2025 10:47

### 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

Our client is seeking a proactive and detail-oriented HR/Admin Officer with Japanese language proficiency to join their dynamic team in the manufacturing sector. This role is ideal for someone who thrives in a fast-paced environment and enjoys supporting both people and operations

### KEY RESPONSIBILITIES

- Location: Tampoi, Johor Bahru
- Assist in recruitment, onboarding, and employee engagement activities.
- Maintain and update employee records and HR databases.
- Coordinate training and development programs.
- Manage office supplies, facilities, and general administrative tasks.
- Prepare reports, meeting minutes, and internal communications.
- Act as a liaison between Japanese-speaking management and local staff.
- Provide interpretation support during meetings and site visits.
- Translate documents, emails, and meeting discussions between Japanese and English.

### MAIN REQUIREMENTS

- Degree in Business Admin, HR or related field.
- Proficiency in Japanese, English and Bahasa Malaysia
- Strong Analytical, communication and inter-personal skills
- Fresh graduates are welcome to apply.

#LI-JACMY

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## Company Description