

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

October 28th, 2025 11:00

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

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