



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/159606 | Administration Executive (Medical Device)

Job Information

Recruiter

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Job ID

1559963

Industry

Medical Device

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

COMPANY OVERVIEW

A Japanese Medical Device company is seeking for Administrative Executive at Cheras to manage in general administration, finance, and office operations. This position is structured to support Business Continuity Planning (BCP), allowing both staff members to back each other up when necessary.

JOB RESPONSIBILITIES

- Assist with general administration tasks such as documentation, data entry, and office supply management.
- Support travel arrangements, event coordination, and basic HR/finance tasks (e.g., attendance, expenses, vendor payments).
- Ensure business continuity by sharing responsibilities with another staff member.

JOB REQUIREMENTS:

- Bachelor's degree in related field.
- Minimum 3 year of experience.
- Strong organizational, documentation, and multitasking skills.
- High attention to detail with a strong compliance mindset.
- Good communication skills in English (written and spoken).
- Proficiency in MS Office; familiarity with regulatory or CRM systems is a plus.

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Company Description