



## PR/158753 | Admin Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1560798

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 11:28

### 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

Our client is a newly set up manufacturing company in automotive parts, located at Senai Airport City, Johor.

#### Job Responsibilities

- Admin function - attendance, employment pass application, manage company office stationery/equipment usage and purchasing, company event arrangement such as Hari Raya, Chinese New Year celebrations, staff birthday
- Production related function - compile weekly/monthly production/QC KPI data, such as Overall Equipment Effectiveness, as a meeting minute's taker for overall departments.

**Job Requirements**

- Diploma in business or engineering.
- 2-3 years experience in manufacturing environment.

Interested applicants are welcome to apply online.

**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**