

マレーシアの求人なら JAC Recruitment Malaysia

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

November 18th, 2025 13:01

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