



PR/159623 | Admin coordinator– Expatriate Management

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1560811

Industry

Education

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

An education firm based in Kuala Lumpur is seeking an **Administrative Executive** to support Japanese expatriate. The role focuses on managing administrative tasks, ensuring smooth onboarding, compliance with local regulations, and efficient coordination of daily operations related to expatriate management.

JOB RESPONSIBILITIES

- Coordinate onboarding and offboarding processes for Japanese expatriate staff.
- Liaise with immigration authorities and legal entities for visa, work permit, and Commissioner of Oath procedures.
- Manage documentation including contracts, personal records, and employment-related paperwork.
- Act as a liaison between expatriate staff and internal departments.
- Assist with payroll coordination and ensure compliance with local labor regulations.
- Facilitate cultural integration and communication support when needed.
- Maintain confidentiality and ensure proper handling of sensitive information.

JOB REQUIREMENTS:

- Bachelor's degree in Business Administration, HR, or related field.
- Experience in expatriate support or administrative roles preferred.
- Proficiency in Japanese and English (spoken and written) is highly desirable.
- Strong organizational and communication skills.
- Familiarity with Malaysian immigration and labor procedures is an advantage
- Ability to work independently and handle multiple tasks efficiently.

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Company Description