



PR/159531 | Client Service Executive (Visa and License)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1561497

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 16:00

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

COMPANY OVERVIEW

An established accounting firm based in Kuala Lumpur is seeking a detail-oriented and proactive individual to oversee corporate administrative functions for its clients. The role involves engaging with government agencies, financial institutions, and other relevant bodies to ensure the accurate and timely handling of immigration, licensing, and business-related applications.

JOB RESPONSIBILITIES

- Manage end-to-end processing of visa applications, including Employment Pass, Professional Visit Pass, Dependent Pass, and others, via relevant government portals such as ESD, MYXpats, and MDEC.
- Liaise with government authorities including the Immigration Department of Malaysia, Ministry of Home Affairs, Expatriate Services Division (ESD), and Malaysia Digital Economy Corporation (MDEC) on immigration-related matters.
- Prepare and compile all necessary documentation for visa submissions, renewals, cancellations, and transfers.

- Monitor application progress and follow up on pending cases to ensure timely completion.
- Maintain accurate and up-to-date records of all visa applications, submissions, and approvals.
- Advise internal teams and clients on visa requirements, timelines, and updates to immigration regulations.
- Coordinate with banks for company bank account openings, including preparation of KYC documentation and scheduling appointments.
- Ensure all banking forms are completed and signed in accordance with bank requirements.
- Prepare and submit applications for various business-related licenses such as business premises licenses, signboard licenses, and WRT licenses.
- Liaise with local councils including DBKL, MBPJ, and other relevant authorities to facilitate licensing processes.
- Track license expiry dates and ensure timely renewals to prevent penalties or disruptions.
- Maintain a well-organized filing system for all licenses and related documents.
- Ensure all activities are compliant with Malaysian laws, regulations, and company policies.
- Provide support on other corporate service matters as assigned.

JOB REQUIREMENTS

- Diploma or Degree in Business Administration, Human Resources, Management, or a related discipline.
- Prior experience in immigration services, bank account setup, or business licensing is preferred.
- Excellent organizational skills with strong attention to detail.
- Effective communication skills in both English and Malay; proficiency in additional languages is an advantage.
- Ability to manage multiple tasks efficiently and meet tight deadlines.

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Company Description