



PR/159515 | Regional General Affairs & HR

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1561519

Industry

Tourism

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 10:49

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

One of the leading travel agencies is seeking a proactive and adaptable individual to support regional operations across Asia Pacific. This role involves administrative coordination, general affairs, HR support, and PR/branding communication. The ideal candidate should be capable of multitasking, working independently, and embracing new challenges in a dynamic environment.

JOB RESPONSIBILITIES:

Regional Support & Communication

- Liaise with Asia Pacific offices on HR policies, visa matters, and administrative tasks.
- Deliver communications from HQ to regional teams and assist in organizing meetings.
- Coordinate regional training programs and logistics.

General Affairs & HR

- Provide monthly updates on local office activities.

Coordinate visa processes for expatriates (entry/departure).

- Support HR-related communications and ensure APHQ is informed of relevant updates.

PR & Branding

- Attend branding meetings and execute action items as advised by HQ (Japanese communication support provided).
- Distribute newsletters and updates under the branding account.

Administrative Support

- Assist superior with general Office administration.
- Arrange business trips, meetings, and travel logistics.
- Support staff expense reimbursements and internal coordination.

JOB REQUIREMENTS

- Bachelor's degree in Business Administration or a related field.
 - 2–3 years of experience in General Affairs or administrative support.
 - Strong interpersonal and communication skills, with the ability to collaborate across teams and cultures.
 - Excellent organizational and multitasking abilities.
 - Patient, adaptable, and open to learning in new and evolving environments.
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- Ability to thrive in a fast-paced, multicultural setting.
 - Japanese language proficiency is an advantage but not required.
 - A passion for travel and people-oriented work is a plus.

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Company Description