



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159731 | Accounts Admin Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1563169

**Industry**

Electronics, Semiconductor

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

November 25th, 2025 22:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**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 semiconductor company in Petaling Jaya is seeking a dynamic Accounts Admin Executive to ensure smooth office operations.

#### JOB RESPONSIBILITIES

- Administer employee insurance, claims, and attendance tracking.
- Coordinate with the Accounts team for payroll processing and reporting.
- Manage applications, renewals, and documentation for employment passes (EP, DP, Student Pass).
- Provide comprehensive administrative and clerical support.

- Supervise office maintenance, cleanliness, and facility operations.
- Oversee office supplies, service agreements, and vendor management.
- Prepare and distribute reports, official documents, and correspondence.
- Arrange travel logistics, including visa processing and accommodation bookings.
- Assist in planning and organizing meetings, events, and company activities.
- Handle incoming and outgoing mail and documentation.
- Monitor contract renewals, review agreements, and communicate updates.
- Maintain contract records in Access and filing systems.
- Ensure compliance with statutory requirements and internal policies.
- Calculate sales incentives and support corporate tax payment processes.

#### **JOB REQUIREMENTS**

- Diploma or Degree in Business Administration, Human Resources, Management, or a related discipline.
- Dual focus and interpersonal skills for working with local and expatriate staff
- Proficient in Microsoft Office.
- 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.

#LI-JACMY

#StateKL

**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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

---

Company Description