



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/159852 | Government Liaison & Administrative Executive

Job Information

Recruiter

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Job ID

1566511

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 11:37

General Requirements

Minimum Experience Level

Over 3 years

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 Government Liaison & Administrative Executive with experience in managing regulatory compliance, liaising with government agencies (Immigration, SOCISO, EPF), supporting company secretarial functions, and coordinating corporate initiatives. The ideal candidate will possess strong organizational skills, attention to detail, and the ability to handle cross-functional projects efficiently.

JOB RESPONSIBILITIES

- Liaise with government offices such as Immigration, SOCISO, EPF, and other regulatory bodies for compliance matters.
- Handle applications, renewals, and cancellations of permits and licenses.
- Assist in preparing statutory documents, board resolutions, and filings in support of company secretarial functions.
- Coordinate and participate in company initiative programs and compliance-related activities.
- Maintain accurate records of government communications and approvals.

- Prepare and submit reports to management on regulatory updates and compliance status.
- Support HR and administrative functions as required.
- Assist in arranging interviews and coordinating recruitment activities.
- Ensure timely submission of statutory documents and adherence to legal requirements.
- Perform any ad hoc duties assigned by management.

JOB REQUIREMENTS

- Diploma or Degree in Business Administration, Human Resources, Management, or a related discipline.
- Minimum 3 years of experience in government liaison, compliance, or administrative roles.
- Familiarity with Malaysian regulatory bodies (Immigration, SOCSO, EPF, etc.).
- Knowledge of company secretarial practices and statutory compliance.
- Strong communication and interpersonal skills to liaise effectively with government officers and internal teams.
- Detail-oriented with excellent organizational and time management skills.

#LI-JACMY

#StateKL

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

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

Company Description