



PR/159969 | CORPORATE SUPPORT - MANAGER

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1572185

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 11:01

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

KEY RESPONSIBILITIES

- Manage Corporate Support operations including governance, internal communication and administrative coordination.
- Coordinate internal communication between Kuala Lumpur and Malacca to ensure consistent information sharing.
- Support corporate governance and risk management activities including PDPA and documentation control
- Manage contract documentation, stamping coordination and vendor administration processes.
- Oversee general office administration in Kuala Lumpur including facilities, repairs and office readiness
- Lead Corporate Support team activities and provide daily operational guidance.
- Plan and support internal events and employee engagement activities with HRGA.

- Support MD/ DMD with reporting, presentations, and coordination of corporate matters.
- Coordinate internal and external activities related to Corporate Support Functions.

JOB REQUIREMENTS

- Experience: At least 5–7 years in governance, compliance, corporate administration, process improvement, or corporate planning.
- Technical Expertise: Demonstrated ability to develop SOPs or implement internal control measures is an advantage.
- Knowledge Areas: Strong familiarity with PDPA, audit procedures, and ISO documentation is highly preferred.
- Collaboration: Capable of working independently while engaging effectively with senior management.
- Personal Qualities: Maintains high standards of integrity, confidentiality, and accountability.

#LI-JACMY

#StateKualaLumpur

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Company Description