



PR/159977 | MANAGER - ADMINISTRATIVE

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1572192

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 09:00

General Requirements

Minimum Experience Level

Over 6 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

KEY RESPONSIBILITIES

- Oversee all aspects of general administration and office safety management.
- Manage the procurement, registration, and upkeep of fixed assets.
- Supervise property tenancy, facilities operations, and maintenance to ensure efficiency and compliance with standards.
- Direct office safety and security measures, including vendor and service provider oversight.
- Handle emails received through the Bank's general mailbox, ensuring timely routing to relevant departments.
- Ensure proper file and record management in line with internal policies and regulatory requirements.
- Address customer complaints and prepare related reports for submission.

- Manage corporate gift programs and support public affairs initiatives, including branding, advertising coordination, and media communication.
- Maintain strong external relationships with chambers of commerce, law enforcement, media, and other public institutions to support administrative and public affairs activities.

JOB REQUIREMENTS

- Bachelor's degree in any discipline.
- 6–8 years of experience in administration or facilities management, ideally within the banking or financial services sector.
- Knowledge of building, property, and security management is an added advantage.
- Highly responsible with strong organizational, planning, and problem-solving skills.
- Excellent interpersonal and communication abilities, capable of engaging effectively at all levels.
- Proficient in Microsoft Office applications.

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Company Description