



PR/160029 | JAPANESE SPEAKING PA / ADMIN

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1574839

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 10th, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

Location: Pasir Gudang, Johor

Human Resources

- Assist in full-spectrum HR functions including recruitment, onboarding, training coordination, and performance processes.
Prepare HR documents, employee records, and reports.
- Support payroll-related data preparation (attendance, claims, leave records).
- Handle employee relations matters and maintain a positive work environment.
- Ensure HR policies and procedures comply with local regulations.

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Administration

- Manage office administration, supplies, vendor coordination, and general office support.
- Assist in preparing internal memos, meeting materials, and documentation.
- Support arrangement of business trips, accommodation, and travel claims.
- Liaise with Japanese-speaking management and partners when required.
- Handle ad-hoc responsibilities assigned by management.

Requirements

- Diploma/Degree in Human Resources, Business Administration, or related field.
- Proficiency in Japanese (speaking and reading) is required — JLPT N3 or above preferred.
- 2–5 years of HR or administrative experience (Senior Executive requires more).
- Strong communication and interpersonal skills.
- Good knowledge of Malaysian labor laws and HR processes.
- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Organized, responsible, and able to maintain confidentiality.
- Positive working attitude and ability to work independently.

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Company Description