



## 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**

January 27th, 2026 10:54

### 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.

•

### 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.

#LI-JACMY

**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