



## PR/160252 | Admin Executive (Manufacturing)

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1582489

**Industry**

Electronics, Semiconductor

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

March 31st, 2026 05:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Responsible for supporting daily production planning, manufacturing coordination, training administration, document control, and material management to ensure smooth operational flow and accurate execution.

#### Key Responsibilities

Depending on assignment, responsibilities may include:

- Assist in production planning and schedule coordination
- Monitor work order progress and update production status
- Support training arrangement and maintain training records
- Manage and control production film documentation and records
- Monitor material inventory and coordinate with warehouse

- Ensure data accuracy and timely reporting
- Perform administrative and coordination duties as assigned

#### Requirements

- Diploma or above in Business Administration, Manufacturing, Supply Chain, Engineering or related field
- Minimum 2 years of relevant working experience in manufacturing environment
- Strong logical thinking and analytical skills
- Detail-oriented with systematic and structured working style
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Responsible, responsive and reliable in task execution
- Good communication skills in Mandarin and English (due to business communication needs)

#### Preferred Attributes

- Able to work independently with minimal supervision
- Strong follow-up skills (task-driven, result-oriented)
- Good integrity and professional ethics

#### #LI - JACMY

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#### Company Description