



PR/160321 | Front Office - Actively Expanding Financial Institution

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1584353

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 13:00

General Requirements

Minimum Experience Level

Over 1 year

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

COMPANY OVERVIEW

A global financial institution which makes up of several licensed professional entities. They specialize in international securities brokerage, asset management, and external asset management. With diversified products and premium services, they support sophisticated and professional investors around the world.

KEY RESPONSIBILITIES

- Answer incoming calls professionally, schedule appointments, respond to client emails, and direct enquiries to the appropriate staff.
- Receive, distribute, and manage company correspondence and information.
- Provide general administrative support including data entry, mailing, emailing, scanning, uploading documents, and preparing meeting spaces.
- Greet and welcome clients with a warm, professional demeanor at all times.
- Maintain a clean, neat, and well-organized reception area that reflects the company's professional image.
- Update calendars and assist with meeting room bookings.
- Monitor and manage stationery and pantry supplies within budget.
- Perform other related duties as assigned by management.

JOB REQUIREMENTS

- Diploma, Advanced/Higher/Graduate Diploma or Bachelor's Degree in Business Studies, Management, Administration, Secretarial Studies, Commerce, or equivalent.
- Excellent interpersonal and communication skills.
- Strong time management skills with the ability to multitask and prioritize effectively.
- Well-organized, detail-oriented, and proactive.
- Presentable, well-groomed, and professional in appearance.

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Company Description