



## 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**

June 9th, 2026 06:00

### 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.

#LI-JACMY

#StateKualaLumpur

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Company Description