



PR/160705 | DATA CENTER ADMIN SUPPORT MANAGER (DCAS) - with a new Data Center in Johor

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599392

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 7th, 2026 19:00

General Requirements

Minimum Experience Level

Over 6 years

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

Our client is a new Data Center in Johor Bahru. They are seeking a highly organized and proactive Data Center Admin Support (DCAS) Manager to lead and manage their team across in-country data centre sites. This role is critical in ensuring efficient and consistent office administration operations, including oversight of soft services, accounting and procurement administration, budget management, compliance, and document control.

The successful candidate will deliver high-quality support to both internal and external stakeholders while maintaining strict adherence to organizational policies, standards, process baselines, and audit requirements. This role also involves coaching and developing team members, ensuring performance targets are met, and providing administrative and calendar support to the Reporting Manager.

Key Responsibilities

1. Budget Compliance & Management

- Own, coordinate, and manage the DCAS budget across all sites.
- Lead annual budget planning and consolidate site-level requirements.
- Organize and facilitate budget review sessions with DCO Management for approval.
- Maintain budget trackers and conduct regular budget review meetings.
- Ensure compliance with approved budgets, reporting standards, and submission timelines.

2. Document Control & Compliance

- Serve as the lead document controller for all DCAS documentation.
- Maintain accurate records, master lists, and document repositories.
- Safeguard sensitive information and ensure controlled access.
- Establish and maintain reviewer and approver matrices.
- Ensure audit readiness and adherence to document management process baselines.

3. Office & Operations Administration

- Oversee site inspections and ensure operational readiness of office facilities.
- Manage vendor contracts (e.g., housekeeping, pest control, landscaping, waste management). Supervise inventory management, supplies, and consumables.
- Support business continuity exercises.
- Prepare DCAS Health Report decks and coordinate site review meetings.
- Ensure adherence to Office Administration process baselines.

4. Logistics, Security & Events Coordination

- Manage vendor access and site entry processes.
- Coordinate VIP visits and meeting room operations.
- Support employee lifecycle activities (onboarding orientation and offboarding clearance).
- Plan and coordinate internal events and employee engagement initiatives.

5. Team Leadership & Development

- Lead, guide, and mentor DCAS team members.
- Develop and implement annual training plans.
- Track and maintain training records.
- Drive team engagement, alignment, and performance against KPIs.

6. Accounting & Procurement Administration

- Ensure adherence to finance and procurement policies and process baselines.
- Manage procurement activities in line with Procure-to-Pay processes.

- Oversee expense claims, asset tracking, and documentation accuracy.
- Ensure timely submissions and compliance with reporting requirements.

7. Stakeholder & Program Support

- Act as the key liaison for internal departments (e.g., HR, Marketing, GDCO).
- Support cross-functional programs and initiatives.
- Lead or support special projects assigned by management.

8. Additional Responsibilities

- Perform any other duties and projects as assigned by DCO Management.

Requirements

- Diploma or Degree in Business Administration, Office Management, or equivalent.
- Minimum 3 years of relevant experience in office administration or related roles.
- Experience in procurement, budget management, property/real estate management, or soft facilities services (e.g., WSH, housekeeping, waste management, pest control, landscaping).
- Prior experience in a data centre environment or similar operational setting is preferred.
- Ability to thrive in a fast-paced environment, manage multiple priorities, and meet tight deadlines with minimal supervision.
- Strong sense of professionalism, maturity, and ability to work both independently and collaboratively.
- Excellent interpersonal and communication skills.
- Proficiency in English and Bahasa Malaysia (written and spoken).
- Strong working knowledge of Microsoft Office (Outlook, Excel, Word, PowerPoint).

#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