



マレーシアの求人なら
JAC Recruitment Malaysia

PR/160816 | HR & Admin Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1607158

Industry

Industrial Facilities

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 12:00

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 company specializing in machine vision, industrial automation, imaging systems, and inspection solutions for manufacturing industries. They are seeking for HR & Admin Executive as part of their team.

Key Responsibilities:

- Support in HR and payroll administration in Malaysia including attendance, leave, analysis and government statutory.
- Support in employee's onboarding.
- Handle and assist in company premise, employee insurance, all related payment staff claim.
- Handle full set of accounts, prepare monthly financial and sales report.
- Administration functions like shipping matters for the company and customers.

Key Requirements:

- Graduate in Business Studies or equivalent.
- Good time management.
- Able to use Microsoft Office (Office, Excel & Outlook)
- Working experience as HR or Account Admin preferable.
- Able to handle multiple tasks.

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.

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Company Description