

PR/161261 | Corporate Support Executive

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1621117

Industry
Retail

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 10:45

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

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Job Responsibilities:

- Plan, coordinate, and execute internal events, employee engagement initiatives, surveys, meetings, and corporate programs from planning through implementation.
- Work closely with internal departments, employees, vendors, and external partners to ensure the smooth delivery of company activities.
- Provide corporate, administrative, and coordination support to management and various business functions.
- Organize company-wide activities, including logistics, venue arrangements, materials preparation, attendance management, and post-event follow-up.
- Develop and maintain strong working relationships with employees across all levels of the organization.

- Manage multiple assignments effectively while meeting deadlines and business priorities.
- Design, administer, analyze, and implement action plans arising from employee engagement surveys and feedback initiatives.
- Support internal communications and employee relations activities by facilitating communication between employees and management and addressing employee feedback and concerns.
- Assist in the development and enhancement of company policies, processes, and systems in collaboration with cross-functional teams.
- Provide coordination and administrative support for management meetings, corporate projects, and special initiatives.
- Undertake additional corporate support, HR, and administrative responsibilities as assigned.

Job Requirements:

- Bachelor's Degree in Business Administration, Corporate Administration, Human Resources, Management, or a related discipline.
- Minimum 2–3 years of relevant experience in corporate support, HR administration, office administration, employee engagement, event coordination, or a similar role.
- Candidates with experience in corporate services, office management, or HR support functions are encouraged to apply.
- Basic understanding of HR policies, procedures, and employee lifecycle activities.
- Excellent organizational and coordination skills, with the ability to manage multiple tasks, events, and priorities simultaneously.
- Confident in liaising and coordinating with employees, management, vendors, service providers, and external stakeholders.
- Proactive, resourceful, and detail-oriented, with the ability to work independently and take ownership of assigned responsibilities.
- Proficient in Microsoft Office applications.

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#countrymalaysia

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Company Description