

PR/161297 | Regional Business Operations Manager (Japanese MNC)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1621130

Industry
Amusement, Entertainment

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 10:45

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Responsibilities

As the Regional Back Office Manager, you will be responsible for overseeing Accounting, Human Resources, and General Administration functions across Malaysia, Thailand, and Indonesia. This role serves as a key regional support function, ensuring compliance, operational efficiency, and alignment of policies and procedures across the three countries.

Accounting & Finance

- Oversee and review monthly financial closing activities for Malaysia, Thailand, and Indonesia.
- Ensure timely and accurate preparation of financial reports and management reports.
- Prepare and consolidate reports for Board of Directors meetings.
- Prepare and submit regular reports, analysis, and updates to the headquarters (HQ) in a timely and accurate manner.
- Review and approve payment transactions in accordance with company policies and internal controls.

- Review journal entries and ensure compliance with accounting standards and company requirements.
- Monitor tax compliance and stay updated on regulatory and taxation changes in each country.
- Liaise with external auditors, tax agents, and relevant authorities when required.

Human Resources & General Affairs

- Develop, implement, and maintain HR policies, procedures, and employee guidelines across the three countries.
- Oversee employment contracts, staff documentation, and other corporate agreements.
- Manage and monitor contract administration to ensure compliance with local regulations and company requirements.
- Support recruitment, employee relations, performance management, and HR operational matters.
- Coordinate and align HR and administrative practices across Malaysia, Thailand, and Indonesia.
- Ensure smooth day-to-day office administration and corporate support functions.

Regional Coordination

- Act as a key liaison between country offices and regional management.
- Drive standardization and process improvements across the three countries.
- Ensure compliance with local laws, regulations, and corporate governance requirements.
- Support regional projects and business initiatives as assigned by management.

Requirements

- Bachelor's Degree in Accounting, Finance, Human Resources, Business Administration, or related disciplines.
- Minimum 5-8 years of experience in Accounting, Finance, HR, and Administrative management roles.
- Experience managing regional operations or multiple countries would be highly advantageous.
- Strong knowledge of accounting principles, taxation, and employment regulations.
- Excellent stakeholder management and communication skills.
- Able to work independently and coordinate with cross-functional teams across different countries.
- Proficient in Microsoft Office applications and ERP/accounting systems.

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