

PR/161314 | Admin

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1621139

Industry
Other (Manufacturing)

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
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Key Responsibilities

- Handle daily administrative duties, including documentation, filing, and records management.
- Prepare, update, and maintain administrative documents, reports, and correspondence.
- Assist with license applications, renewals, and related documentation.
- Monitor license expiry dates and ensure all renewals are processed in a timely manner.
- Follow up with relevant authorities on licensing and compliance-related matters.
- Provide support for basic IT issues, system updates, and troubleshooting activities.
- Coordinate with internal IT teams or external vendors to resolve technical issues promptly.

- Coordinate building maintenance and repair works with the Facilities Team and service providers.
- Monitor and follow up on maintenance matters involving air-conditioning, electrical systems, plumbing, cleaning, and security services.
- Ensure maintenance requests are attended to and completed within the required timeframe.Liaise effectively with internal departments, external vendors, contractors, facility personnel, and regulatory authorities to ensure smooth operations.

Job Requirements

- Minimum 2–3 years of relevant experience in administration, licensing, IT support, facilities coordination, or a related field.
  Proficient in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Strong communication, organizational, and coordination skills.
- Ability to work independently as well as collaboratively in a team environment.
- Detail-oriented, proactive, and capable of managing multiple tasks simultaneously.
  Strong problem-solving skills, particularly in handling administrative, maintenance, and operational matters.
- Positive attitude, responsible, dependable, and willing to learn.
- Ability to communicate and coordinate effectively with internal stakeholders, facility personnel, external vendors, and government authorities

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Company Description