

PR/161328 | International Business Coordination Associate_Exposure to International Markets

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1621693

Industry
Petrochemical, Energy

Job Type
Permanent Full-time

Location
Mexico

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 10:40

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

About the Role

This position is designed for ambitious individuals who are eager to build a strong foundation in business management through direct exposure to senior leadership and international operations. Rather than focusing on a single function, you will gain hands on experience across commercial, finance, administration, and business operations while working closely with key decisionmakers.

The successful candidate will play an important role in supporting business initiatives, coordinating projects, monitoring operational activities, and ensuring effective communication across regional teams. This role offers a unique opportunity to develop broad business knowledge and gain international exposure through structured assignments.

Job Description

- Coordinate regional business operations and support management in driving key business initiatives.
- Prepare business reports, performance analyses, and management presentations to support strategic decisions.
- Liaise with cross-functional teams, regional stakeholders, and external partners to ensure effective project delivery.
- Support commercial activities, market research, supplier management, and special business projects.
- International exposure through cross-border collaboration, overseas assignments, and global career development opportunities.

Job Requirements

- Diploma or Bachelor's Degree in Business Administration, Finance, Accounting, Economics, Engineering, Law, or a related discipline.
- Candidates with 1-3 years of working experience are advantageous.
- Strong analytical thinking and problem-solving capabilities.
- Excellent communication skills in English, both written and spoken
- Able to manage multiple tasks while maintaining strong attention to detail.
- Comfortable working in a dynamic and fast-paced business environment.
- Willing to undertake frequent international travel and extended overseas assignments in foreign country.
- Exposure to multicultural environments, project coordination, or international business activities will be an added advantage.

#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