

PR/161380 | Admin Executive

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1623359

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:17

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

Our client is a China-based global company specializing in the sales and processing solutions of engineering plastics and high-performance resin materials. The company has established operations across Asia, including China, Japan, Hong Kong, and Singapore, serving customers in the semiconductor, electronics, and precision manufacturing industries.

The Malaysia office is currently in its start-up phase and is expected to support future business expansion across Malaysia and the ASEAN region. They are seeking an Admin Executive to join their teams.

Key Responsibilities:

- Manage daily administrative operations and ensure smooth office functioning.
- Maintain and organize company records, documents, and filing systems.
- Support HR and finance administration, including employee documentation, claims, and invoice processing.

- Assist in data entry, database management, and maintaining accurate company information.
- Prepare reports, correspondence, presentations, and other administrative documents.

Key Requirements:

- Minimum 2-3 years of administrative or office management experience.
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint, Outlook).
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Ability to work independently and manage multiple responsibilities in a fast-paced environment.

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