

PR/161387 | Office Management Executive (Admin, HR & Accounts)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1623903

Industry
Automobile and Parts

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:18

General Requirements

Minimum Experience Level
Over 1 year

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

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Responsibilities:

- Provide administrative and operational support to senior team members in daily business activities.
- Prepare, organize, and maintain documents, records, and reports.
- Assist in coordinating internal and external communications to ensure smooth workflow.
- Support scheduling, meeting arrangements, and follow-up on assigned tasks.
- Perform data entry and ensure accuracy of information in company records and systems.
- Handle filing, documentation, and general office administration duties.

- Liaise with various departments and stakeholders to facilitate daily operations.
- Assist with ad hoc projects and assignments as required.

Job Requirements
Requirements:

- Diploma or Bachelor's Degree in Business Administration or a related field.
- Fresh graduates are encouraged to apply.
- Good communication and interpersonal skills.
- Strong organizational and time management abilities.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Detail-oriented and able to handle multiple tasks effectively.
- Positive attitude, willing to learn, and able to work in a team environment.
- Ability to work independently with minimal supervision.

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