



## PR/158759 | Admin Assistant

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントマレーシア

#### 求人ID

1536686

#### 業種

その他（コンサルティング・土業）

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月30日 16:04

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### COMPANY OVERVIEW:

An Asia Pacific regional sales and service office from Japan, specializing in wastewater treatment plants that contribute to environmental protection. They also provide engineering, design, construction, and maintenance services for industrial filtration and wastewater treatment systems. As part of their expansion, they are seeking an Admin professional to grow together with their team.

#### JOB RESPONSIBILITIES:

- Handle procedures for employee health checks and maintain related records.
- Manage office equipment and supplies.
- Oversee cleaning and maintenance of company premises.
- Plan and organize company events.
- Provide administrative support to various departments.

**JOB REQUIREMENTS:**

- Minimum Diploma qualification
- Minimum 2 - 3 years in general admin working experience. Preferred Female candidates only.
- Proficiency in English and Bahasa Malay.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Familiarity with office management procedures and basic accounting principles.
- Proficiency in Microsoft Office Suite.

#LI-JACMY  
#stateselangor

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会社説明