



## PR/158964 | Administration Manager (Japanese Speaker)

### 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

1541034

#### 業種

不動産仲介・管理

#### 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06月17日 05:00

### 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 and Job Overview

A Japanese real estate developer is hiring an Administration Manager to oversee the financial and administrative functions within the organization and be responsible for all aspects of operations, including timely accounting reporting, ensuring smooth running of HR and administrative tasks.

#### ■Responsibilities:

- ・ Lead the department functions such as Finance & Accounts / IT / General Affair / HR / Sales Administration
- ・ Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- ・ Recruit and train personnel and allocate responsibilities
- ・ Provide coaching and guidance to ensure maximum efficiency
- ・ Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- ・ Monitor costs and expenses to assist General Manager in budget preparation
- ・ Ensure operations adhere to policies and regulations

■Requirements:

- At least 10 years of working experience in Accounting, Finance, HR or other related fields inclusive at least 3 years in managerial level.
  - In-depth understanding of office management procedures and departmental and legal policies.
  - Familiar with financial and facilities management principles
  - Japanese language skill
  - An analytical mind with problem-solving skills
  - Excellent organizational and multitasking abilities
  - Willing to work at KL city center
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会社説明