



PR/159256 | Manager, Records Management

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

1546524

業種

物流・倉庫

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07月01日 17:44

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

Our client is a logistics and supply chain management, specialize in providing port terminal operations, trucking, freight forwarding, shipping, and other related activities. The office located in Port Klang, and is looking for a talent to be manage the record management department, the experience from industry such as port terminal operations, trucking, freight forwarding, shipping, will be an added advantage.

Job Responsibilities

- Manage the records management system for quick retrieval of both electronic and paper records.
- Ensure the records management business operates economically and efficiently, while developing and implementing policies and procedures.
- Maintain a safe and secure environment in the records management center, protecting customer and company privacy.
- Continuously seek opportunities to improve processes and enhance customer experience.
- Plan and coordinate the accuracy and integrity of all inventories, optimizing space usage in the records management center.

Job Requirements

- Bachelor's degree in Business Administration, Management, or a related field, with over 3 years of experience in sales, marketing, and record management.
- Proficient in English and Malay, with additional skills in Chinese or Japanese preferred.
- Strong PC skills, including Word, Excel, and PowerPoint, along with project management experience.
- Excellent negotiation skills and experienced in records management, including digitalization, prioritizing sales and staff management.
- Proven sales and management skills.
- To be considered for this role, the relevant rights to work in Malaysia are required. Candidates who require work pass need not apply.

#LI-JACMY

会社説明