



PR/159332 | Office Admin Manager (HR, Finance and Admin)

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

1552455

業種

アミューズメント・エンターテインメント

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08月05日 14:00

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 Information

A company based in Damansara Height, is currently looking for a Back Office Manager, this role requires to handle HR, Finance and Admin for local and regional level.

Key Responsibilities

1. Finance / Accounting

- Review and monitor monthly closing for all three countries
- Prepare and consolidate materials for management/board meetings

- Check and approve payments in each country
- Review and verify journal entries
- Stay up to date with tax regulations and updates in each country

2. HR / General Administration

- Develop and maintain employment rules and staff handbooks for each country
- Draft and manage employment contracts and other company agreements
- Oversee contract administration and compliance across the three countries
- Cross-Country Coordination
- Collaborate with local and regional office staff.
- Report directly to company executives / management

Key Requirements:

- Experience in project management, including issue identification, solution planning, task management, and schedule control
- Strong ability to build and implement organizational systems and structures
- Finance/accounting experience is highly valued and preferred
- Strong communication and coordination skills to work with diverse, cross-border teams
- Ability to understand and align with management's intent and provide clear, accurate reporting

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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会社説明