



PR/159228 | HR & Admin Executive

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

1553816

業種

監査・税理士法人

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09月16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 and Job Overview

Our client is a global leader in advancing diagnostic solutions, delivering integrated support for anatomic pathology and patient care through best-in-class innovation, quality, and customer service. They are seeking an individual for a HR & Admin Executive role, handling administrative support, and documents preparation, and any ad-hoc administration tasks.

Job Responsibilities:

- Administrative Support: Manage office supplies including the purchase and inventory of stationery and other essentials.
- Document Preparation: Ensure proper filing and documentation of employee records.
- HR Operations Assistance: Support basic HR functions including leave tracking, attendance monitoring, and employee data updates.

- Coordination and Communication: Act as a point of contact for internal staff inquiries related to HR and admin matters.

Job Requirements

- Minimum of one year of relevant experience: Demonstrated success and experience in the aforementioned responsibilities.
- Excellent Negotiation and Task Management Skills: Proficient in negotiating terms and managing tasks effectively.
- Required language(s): Bahasa Malaysia, English, Chinese (is an added advantage).
- To be considered for this role, the relevant rights to work in Malaysia are required. Candidates who require work pass need not apply.

Additional information:

- Office location: Bandar Sunway (accessible by BRT)
- Working hour 8.30am - 5.30pm (Mon - Thurs work from office, Friday work from home), no flexible working hour at this moment.

#LI-JACMY

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