



マレーシアの求人なら
JAC Recruitment Malaysia

PR/159393 | Corporate Support Executive - 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

1553821

業種

小売

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19日 15:00

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 OVERVIEW

A FMCG company is seeking for Corporate Support Executive at Kuala Lumpur to support their daily operations. The ideal candidate will handle general administrative duties, ensuring smooth office functions and compliance with internal processes.

JOB RESPONSIBILITIES

- Coordinate office admin tasks and follow-up
- Coordinate bookings for business travel, training, and onboarding (hotel, flight, transport).
- Handle vendor liaison and follow-up (utilities, printer, pantry supplies, courier services)
- Manage company car servicing schedule and maintain logbook.

- Process employee claims (Touch 'n Go, petrol, courier) and reconcile credit card usage records.
- Track WFH records, movement logbooks, and disposal documentation.
- Support governance and compliance documentation (SOP, onboarding files, PDPA, etc.)
- Prepare and file supporting documents for approvals and audit.
- Assist with administrative setup for training, visitor, and VIP preparation.

JOB REQUIREMENTS:

- Possess a Bachelor's Degree or Diploma in Business Administration, Office Management, or a related discipline.
- Minimum of 2–3 years of experience in administrative, finance support, or office coordination roles.
- Proficient in English communication.
- Highly organized, detail-oriented, and capable of working independently.
- Holds a valid driving license as there could be travel when needed.
- Demonstrates a good computer literacy.
- Familiarity with SAP systems is an added advantage.

#LI-JACMY

#StateKL

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会社説明