



PR/159408 | ファンドアドミン・アシスタント（就労ビザ不要の方対象）

## 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

1553830

### 業種

銀行・信託銀行・信用金庫

### 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09月16日 14:00

## 応募必要条件

### キャリアレベル

中途経験者レベル

### 英語レベル

無し

### 日本語レベル

無し

### 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

[Position]

### Japanese Speaking Fund / Corporate Administrative Officer

Fund / Corporate Administrative Officer needs to work independently and conduct extensive operations by assisting the fund and corporate administration function of the Company, your roles and responsibilities shall include to:

Fund administrative supporting role

1. Administrative Support
2. Investor Communication Support
3. Portfolio Monitoring
4. Cashflow Management
5. Record Keeping
6. Compliance and Regulation
7. Reporting and Analysis

8. Collaboration:

9. Process Improvement:

Corporate Administrative supporting role

1. Invoice Processing:
2. Expense Reports:
3. Financial Documentation
4. Communication with other departments and external parties
5. Help ensure compliance with financial regulations and company policies
6. General administrative Tasks
7. Other ad hoc support

\*There is a process manual to follow.

[Requirement]

- Business level of Japanese and English (Read, write and speak)
- Basic Accounting knowledge
- Person who does not require employment pass in Malaysia
- University degree
- Proficiency with Microsoft Excel.
- Prior fund accounting experience is desired but not a must.

[Others]

- Working hour: 9:00-18:00 (with flex hour)
- Location: Kuala Lumpur (near monorail station)

#LI-JACMY

#statekl

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会社説明