



PR/159408 | ファンドアドミン・アシスタント

## 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08月05日 10:20

## 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

[Position]

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

[Requirement]

- Business level of Japanese and English (Read, write and speak)
- Basic Accounting knowledge
- University degree/Professional designation such as ACCA, CPA, CMA, etc will be considered as an asset.
- Proficiency with Microsoft Excel.
- Prior fund accounting experience is desired, but not required.

[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