



PR/159466 | Assistant Admin Manager

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

1555411

業種

福祉・介護

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 10:19

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 & Job Overview

A rapidly growing company in Penang Island is seeking an experienced and dynamic Assistant Admin manager to support the daily operations of hospital and assist in overall administrative management. This role requires coordination across departments, policy implementation, event planning, and liaison with medical professionals and government authorities to ensure smooth hospital operations and compliance. The ideal candidate should have strong leadership, communication, and problem-solving skills, who thrives in a team environment and is committed to delivering operational excellence.

Job Description

- Assist to oversee daily operations of the hospital and ensuring its smooth delivery.
- Assist middle management to implement policy decisions made.
- Determines needs and makes recommendations for improvement.
- Identify problems and initiates remedial actions.
- Directs change and resolves conflicts.
- Evaluates standard of care continuously.
- Coordinates and provides assistance on legal matters.
- Liaise with relevant government agencies.

- Recommend to the Medical Superintendent and Executive
- Committee policy changes which will improve the quality of care.
- Perform secretarial duties for the Executive Committee.
- Manage and plan in arranging Hospital's major events and meeting, such as Hospital Annual Dinner, Director's Meeting, EXCO, etc.
- Liaise with consultants and doctors regarding-contract. terms of engagement. and licensing-requirements.
- Coordinate with stakeholders and relevant parties to ensure compliance with regulatory requirements, licensing matters, audit processes, and other operational concerns, including patient complaints, cost compliance and related issue.
- Oversee marketing matters and materials, such as brochures, magazines

Job Requirements

- Degree in Management/ Business Administration or its equivalent
- Minimum 5 years management experience in a healthcare provider set-up
- An effective team player with good communication and management skills
- Committed, independent, mature with leadership qualities
- Possess a self driven positive attitude

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