



## PR/159515 | Regional General Affairs & HR

### 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

1559226

#### 業種

旅行・観光

#### 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23日 10:50

### 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

#### COMPANY OVERVIEW

One of the leading travel agencies is seeking a proactive and adaptable individual to support regional operations across Asia Pacific. This role involves administrative coordination, general affairs, HR support, and PR/branding communication. The ideal candidate should be capable of multitasking, working independently, and embracing new challenges in a dynamic environment.

#### JOB RESPONSIBILITIES:

##### Regional Support & Communication

- Liaise with Asia Pacific offices on HR policies, visa matters, and administrative tasks.
- Deliver communications from HQ to regional teams and assist in organizing meetings.
- Coordinate regional training programs and logistics.

##### General Affairs & HR

- Provide monthly updates on local office activities.

Coordinate visa processes for expatriates (entry/departure).

- Support HR-related communications and ensure APHQ is informed of relevant updates.

### PR & Branding

- Attend branding meetings and execute action items as advised by HQ (Japanese communication support provided).
- Distribute newsletters and updates under the branding account.

### Administrative Support

- Assist superior with general Office administration.
- Arrange business trips, meetings, and travel logistics.
- Support staff expense reimbursements and internal coordination.

### JOB REQUIREMENTS

- Bachelor's degree in Business Administration or a related field.
  - 2–3 years of experience in General Affairs or administrative support.
  - Strong interpersonal and communication skills, with the ability to collaborate across teams and cultures.
  - Excellent organizational and multitasking abilities.
  - Patient, adaptable, and open to learning in new and evolving environments.
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- Ability to thrive in a fast-paced, multicultural setting.
  - Japanese language proficiency is an advantage but not required.
  - A passion for travel and people-oriented work is a plus.

### #LI-JACMY

### #stateKL

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会社説明