

マレーシアの求人なら JAC Recruitment Malaysia

PR/155343 | JAPANESE SPEAKING HR / ADMIN EXECUTIVE

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

1559942

業種

その他 (メーカー)

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11月11日 04:00

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

Our client is seeking a proactive and detail-oriented HR/Admin Officer with Japanese language proficiency to join their dynamic team in the manufacturing sector. This role is ideal for someone who thrives in a fast-paced environment and enjoys supporting both people and operations

KEY RESPONSIBILITIES

- Location: Tampoi, Johor Bahru
- · Assist in recruitment, onboarding, and employee engagement activities.
- · Maintain and update employee records and HR databases.
- Coordinate training and development programs.
- Manage office supplies, facilities, and general administrative tasks.
- Prepare reports, meeting minutes, and internal communications.
- Act as a liaison between Japanese-speaking management and local staff.
- Provide interpretation support during meetings and site visits.
- Translate documents, emails, and meeting discussions between Japanese and English.

MAIN REQUIREMENTS

- Degree in Business Admin, HR or related field.
- Proficiency in Japanese, English and Bahasa Malaysia
- Strong Analytical, communication and inter-personal skills
- Fresh graduates are welcome to apply.

#LI-JACMY

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