



## 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09月30日 10:47

## 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

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会社説明