



## PR/159606 | Administration Executive (Medical Device)

### 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

1559963

#### 業種

医療機器

#### 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

#### COMPANY OVERVIEW

A Japanese Medical Device company is seeking for Administrative Executive at Cheras to manage in general administration, finance, and office operations. This position is structured to support Business Continuity Planning (BCP), allowing both staff members to back each other up when necessary.

#### JOB RESPONSIBILITIES

- Assist with general administration tasks such as documentation, data entry, and office supply management.
- Support travel arrangements, event coordination, and basic HR/finance tasks (e.g., attendance, expenses, vendor payments).
- Ensure business continuity by sharing responsibilities with another staff member.

**JOB REQUIREMENTS:**

- Bachelor's degree in related field.
- Minimum 3 year of experience.
- Strong organizational, documentation, and multitasking skills.
- High attention to detail with a strong compliance mindset.
- Good communication skills in English (written and spoken).
- Proficiency in MS Office; familiarity with regulatory or CRM systems is a plus.

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会社説明