PR/158753 | 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
1560798

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10月21日 11:01

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

Our client is a newly set up manufacturing company in automotive parts, located at Senai Airport City, Johor.

Job Responsibilities

- Admin function - attendance, employment pass application, manage company office stationery/equipment usage and purchasing, company event arrangement such as Hari Raya, Chinese New Year celebrations, staff birthday
- Production related function - compile weekly/monthly production/QC KPI data, such as Overall Equipment Effectiveness, as a meeting minute's taker for overall departments.

Job Requirements

- Diploma in business or engineering.
- 2-3 years experience in manufacturing environment.

Interested applicants are welcome to apply online.

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