



## PR/159623 | Admin coordinator– Expatriate Management

### 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

1560811

#### 業種

教育・学校

#### 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07日 11:28

### 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

An education firm based in Kuala Lumpur is seeking an **Administrative Executive** to support Japanese expatriate. The role focuses on managing administrative tasks, ensuring smooth onboarding, compliance with local regulations, and efficient coordination of daily operations related to expatriate management.

#### JOB RESPONSIBILITIES

- Coordinate onboarding and offboarding processes for Japanese expatriate staff.
- Liaise with immigration authorities and legal entities for visa, work permit, and Commissioner of Oath procedures.
- Manage documentation including contracts, personal records, and employment-related paperwork.
- Act as a liaison between expatriate staff and internal departments.
- Assist with payroll coordination and ensure compliance with local labor regulations.
- Facilitate cultural integration and communication support when needed.
- Maintain confidentiality and ensure proper handling of sensitive information.

#### JOB REQUIREMENTS:

- Bachelor's degree in Business Administration, HR, or related field.
- Experience in expatriate support or administrative roles preferred.
- Proficiency in Japanese and English (spoken and written) is highly desirable.
- Strong organizational and communication skills.
- Familiarity with Malaysian immigration and labor procedures is an advantage
- Ability to work independently and handle multiple tasks efficiently.

#LI-JACMY

#StateKL

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会社説明