



PR/159531 | Client Service Executive (Visa and License)

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

1561497

業種

監査・税理士法人

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14日 10:49

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 established accounting firm based in Kuala Lumpur is seeking a detail-oriented and proactive individual to oversee corporate administrative functions for its clients. The role involves engaging with government agencies, financial institutions, and other relevant bodies to ensure the accurate and timely handling of immigration, licensing, and business-related applications.

JOB RESPONSIBILITIES

- Manage end-to-end processing of visa applications, including Employment Pass, Professional Visit Pass, Dependent Pass, and others, via relevant government portals such as ESD, MYXpats, and MDEC.
- Liaise with government authorities including the Immigration Department of Malaysia, Ministry of Home Affairs, Expatriate Services Division (ESD), and Malaysia Digital Economy Corporation (MDEC) on immigration-related matters.
- Prepare and compile all necessary documentation for visa submissions, renewals, cancellations, and transfers.

- Monitor application progress and follow up on pending cases to ensure timely completion.
- Maintain accurate and up-to-date records of all visa applications, submissions, and approvals.
- Advise internal teams and clients on visa requirements, timelines, and updates to immigration regulations.
- Coordinate with banks for company bank account openings, including preparation of KYC documentation and scheduling appointments.
- Ensure all banking forms are completed and signed in accordance with bank requirements.
- Prepare and submit applications for various business-related licenses such as business premises licenses, signboard licenses, and WRT licenses.
- Liaise with local councils including DBKL, MBPJ, and other relevant authorities to facilitate licensing processes.
- Track license expiry dates and ensure timely renewals to prevent penalties or disruptions.
- Maintain a well-organized filing system for all licenses and related documents.
- Ensure all activities are compliant with Malaysian laws, regulations, and company policies.
- Provide support on other corporate service matters as assigned.

JOB REQUIREMENTS

- Diploma or Degree in Business Administration, Human Resources, Management, or a related discipline.
- Prior experience in immigration services, bank account setup, or business licensing is preferred.
- Excellent organizational skills with strong attention to detail.
- Effective communication skills in both English and Malay; proficiency in additional languages is an advantage.
- Ability to manage multiple tasks efficiently and meet tight deadlines.

#LI-JACMY

#StateKL

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会社説明