



JAC Recruitment

マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159852 | Government Liaison &amp; Administrative 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

1566511

## 業種

電気・電子・半導体

## 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11月25日 11:37

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

流暢

## 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 semiconductor company in Petaling Jaya is seeking a dynamic Government Liaison & Administrative Executive with experience in managing regulatory compliance, liaising with government agencies (Immigration, SOCISO, EPF), supporting company secretarial functions, and coordinating corporate initiatives. The ideal candidate will possess strong organizational skills, attention to detail, and the ability to handle cross-functional projects efficiently.

## JOB RESPONSIBILITIES

- Liaise with government offices such as Immigration, SOCISO, EPF, and other regulatory bodies for compliance matters.
- Handle applications, renewals, and cancellations of permits and licenses.
- Assist in preparing statutory documents, board resolutions, and filings in support of company secretarial functions.
- Coordinate and participate in company initiative programs and compliance-related activities.
- Maintain accurate records of government communications and approvals.

- Prepare and submit reports to management on regulatory updates and compliance status.
- Support HR and administrative functions as required.
- Assist in arranging interviews and coordinating recruitment activities.
- Ensure timely submission of statutory documents and adherence to legal requirements.
- Perform any ad hoc duties assigned by management.

## JOB REQUIREMENTS

- Diploma or Degree in Business Administration, Human Resources, Management, or a related discipline.
- Minimum 3 years of experience in government liaison, compliance, or administrative roles.
- Familiarity with Malaysian regulatory bodies (Immigration, SOCSO, EPF, etc.).
- Knowledge of company secretarial practices and statutory compliance.
- Strong communication and interpersonal skills to liaise effectively with government officers and internal teams.
- Detail-oriented with excellent organizational and time management skills.

#LI-JACMY

#StateKL

**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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

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会社説明