



## PR/159867 | 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

1567440

## 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12月16日 09:01

## 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 manufacturing company in Telok Panglima Garang, specializing in high-quality automotive shock absorbers and suspension systems, is seeking an Administrative Executive to serve as Secretary to the MD, ensuring smooth day-to-day operations and effective communication across the organization.

## JOB RESPONSIBILITIES

- Provide administrative and secretarial support for meetings and committees.
- Manage correspondence, reports, and filing systems.
- Maintain documentation for audits, business continuity, quality, and safety management systems.
- Handle expatriate documentation (work permits, passports, visas).
- Supervise dispatch and driver arrangements.
- Coordinate travel and logistics for business activities.
- Oversee office facilities and administration.

## JOB REQUIREMENTS

- Diploma or Bachelor's degree in any field.
- Minimum 2 years' experience in administration and secretarial functions.
- Strong communication and interpersonal skills.
- Ability to work independently in a fast-paced environment.
- Proficient in English and Bahasa Malaysia (Mandarin is an added advantage).

## ADDITIONAL INFORMATION

- **Working Hours:**
  - Monday – Thursday: 7:30 AM – 5:15 PM
  - Friday: 7:30 AM – 5:00 PM
- **Benefits:**
  - Statutory benefits provided
  - Bonus (subject to discussion)

#LI-JACMY

#StateSelangor

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会社説明