



PR/159969 | CORPORATE SUPPORT - MANAGER

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

1572185

業種

小売

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

2026年01月27日 09:00

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ

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

KEY RESPONSIBILITIES

- Manage Corporate Support operations including governance, internal communication and administrative coordination.
- Coordinate internal communication between Kuala Lumpur and Malacca to ensure consistent information sharing.
- Support corporate governance and risk management activities including PDPA and documentation control
- Manage contract documentation, stamping coordination and vendor administration processes.
- Oversee general office administration in Kuala Lumpur including facilities, repairs and office readiness
- Lead Corporate Support team activities and provide daily operational guidance.
- Plan and support internal events and employee engagement activities with HRGA.

- Support MD/ DMD with reporting, presentations, and coordination of corporate matters.
- Coordinate internal and external activities related to Corporate Support Functions.

JOB REQUIREMENTS

- **Experience:** At least 5–7 years in governance, compliance, corporate administration, process improvement, or corporate planning.
- **Technical Expertise:** Demonstrated ability to develop SOPs or implement internal control measures is an advantage.
- **Knowledge Areas:** Strong familiarity with PDPA, audit procedures, and ISO documentation is highly preferred.
- **Collaboration:** Capable of working independently while engaging effectively with senior management.
- **Personal Qualities:** Maintains high standards of integrity, confidentiality, and accountability.

#LI-JACMY

#StateKualaLumpur

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会社説明