



PR/159977 | MANAGER - ADMINISTRATIVE

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

1572192

業種

銀行・信託銀行・信用金庫

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

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

KEY RESPONSIBILITIES

- Oversee all aspects of general administration and office safety management.
- Manage the procurement, registration, and upkeep of fixed assets.
- Supervise property tenancy, facilities operations, and maintenance to ensure efficiency and compliance with standards.
- Direct office safety and security measures, including vendor and service provider oversight.
- Handle emails received through the Bank's general mailbox, ensuring timely routing to relevant departments.
- Ensure proper file and record management in line with internal policies and regulatory requirements.
- Address customer complaints and prepare related reports for submission.

- Manage corporate gift programs and support public affairs initiatives, including branding, advertising coordination, and media communication.
- Maintain strong external relationships with chambers of commerce, law enforcement, media, and other public institutions to support administrative and public affairs activities.

JOB REQUIREMENTS

- Bachelor's degree in any discipline.
- 6–8 years of experience in administration or facilities management, ideally within the banking or financial services sector.
- Knowledge of building, property, and security management is an added advantage.
- Highly responsible with strong organizational, planning, and problem-solving skills.
- Excellent interpersonal and communication abilities, capable of engaging effectively at all levels.
- Proficient in Microsoft Office applications.

#LI-JACMY

#StateKualaLumpur

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会社説明