



PR/160029 | JAPANESE SPEAKING PA / ADMIN

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

1574839

業種

化学・素材

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03月10日 05:00

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

日常会話レベル

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

Location: Pasir Gudang, Johor

Human Resources

- Assist in full-spectrum HR functions including recruitment, onboarding, training coordination, and performance processes.
Prepare HR documents, employee records, and reports.
- Support payroll-related data preparation (attendance, claims, leave records).
- Handle employee relations matters and maintain a positive work environment.
- Ensure HR policies and procedures comply with local regulations.

•

Administration

- Manage office administration, supplies, vendor coordination, and general office support.
- Assist in preparing internal memos, meeting materials, and documentation.
- Support arrangement of business trips, accommodation, and travel claims.
- Liaise with Japanese-speaking management and partners when required.
- Handle ad-hoc responsibilities assigned by management.

Requirements

- Diploma/Degree in Human Resources, Business Administration, or related field.
- Proficiency in Japanese (speaking and reading) is required — JLPT N3 or above preferred.
- 2–5 years of HR or administrative experience (Senior Executive requires more).
- Strong communication and interpersonal skills.
- Good knowledge of Malaysian labor laws and HR processes.
- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Organized, responsible, and able to maintain confidentiality.
- Positive working attitude and ability to work independently.

#LI-JACMY

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>

会社説明