



PR/160125 | Administrative Assistant (Back Office)

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

1577564

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04月21日 04:00

応募必要条件

職務経験

1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

JOB RESPONSIBILITIES

- Support daily office operations and general administrative tasks
- Coordinate with vendors and suppliers for office-related needs
- Maintain office documents, agreements, contracts, and rental files
- Liaise with external accounting agency on all related matters
- Assist in coordinating company events and activities
- Handle financial numerical data and prepare formatted corporate proposals

JOB REQUIREMENTS

- Diploma or Bachelor degree in any relevant field
- Candidate with minimum 2 years of experience in office administration or business administration role are highly preferred
- Good communication in English and Bahasa, Mandarin will be added advantage
- Detail oriented and strong organizational skills
- Independent and proactive

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会社説明