



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

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02月10日 10:22

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

#LI-JACMY

#StateKL

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.

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会社説明