



## PR/160252 | Admin Executive (Manufacturing)

### 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

1582489

#### 業種

電気・電子・半導体

#### 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17日 10:28

### 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

ビジネス会話レベル

#### 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

Responsible for supporting daily production planning, manufacturing coordination, training administration, document control, and material management to ensure smooth operational flow and accurate execution.

#### Key Responsibilities

Depending on assignment, responsibilities may include:

- Assist in production planning and schedule coordination
- Monitor work order progress and update production status
- Support training arrangement and maintain training records
- Manage and control production film documentation and records
- Monitor material inventory and coordinate with warehouse

- Ensure data accuracy and timely reporting
- Perform administrative and coordination duties as assigned

#### Requirements

- Diploma or above in Business Administration, Manufacturing, Supply Chain, Engineering or related field
- Minimum 2 years of relevant working experience in manufacturing environment
- Strong logical thinking and analytical skills
- Detail-oriented with systematic and structured working style
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Responsible, responsive and reliable in task execution
- Good communication skills in Mandarin and English (due to business communication needs)

#### Preferred Attributes

- Able to work independently with minimal supervision
- Strong follow-up skills (task-driven, result-oriented)
- Good integrity and professional ethics

#### #LI - JACMY

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会社説明