



## PR/160321 | Front Office - Actively Expanding Financial Institution

### 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

1584353

#### 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05月12日 06:00

### 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

#### COMPANY OVERVIEW

A global financial institution which makes up of several licensed professional entities. They specialize in international securities brokerage, asset management, and external asset management. With diversified products and premium services, they support sophisticated and professional investors around the world.

#### KEY RESPONSIBILITIES

- Answer incoming calls professionally, schedule appointments, respond to client emails, and direct enquiries to the appropriate staff.
- Receive, distribute, and manage company correspondence and information.
- Provide general administrative support including data entry, mailing, emailing, scanning, uploading documents, and preparing meeting spaces.
- Greet and welcome clients with a warm, professional demeanor at all times.
- Maintain a clean, neat, and well-organized reception area that reflects the company's professional image.
- Update calendars and assist with meeting room bookings.
- Monitor and manage stationery and pantry supplies within budget.
- Perform other related duties as assigned by management.

## JOB REQUIREMENTS

- Diploma, Advanced/Higher/Graduate Diploma or Bachelor's Degree in Business Studies, Management, Administration, Secretarial Studies, Commerce, or equivalent.
- Excellent interpersonal and communication skills.
- Strong time management skills with the ability to multitask and prioritize effectively.
- Well-organized, detail-oriented, and proactive.
- Presentable, well-groomed, and professional in appearance.

#LI-JACMY

#StateKualaLumpur

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会社説明