



マレーシアの求人なら
JAC Recruitment Malaysia

PR/160029 | JAPANESE SPEAKING PA / ADMIN (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
1604907

業種
その他（人材サービス）

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08月11日 03:00

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.

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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

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会社説明