



PR/160816 | HR & Admin Executive

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

1607158

業種

プラント

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09月22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

Company Overview

A company specializing in machine vision, industrial automation, imaging systems, and inspection solutions for manufacturing industries. They are seeking for HR & Admin Executive as part of their team.

Key Responsibilities:

- Support in HR and payroll administration in Malaysia including attendance, leave, analysis and government statutory.
- Support in employee's onboarding.
- Handle and assist in company premise, employee insurance, all related payment staff claim.
- Handle full set of accounts, prepare monthly financial and sales report.
- Administration functions like shipping matters for the company and customers.

Key Requirements:

- Graduate in Business Studies or equivalent.
- Good time management.
- Able to use Microsoft Office (Office, Excel & Outlook)
- Working experience as HR or Account Admin preferable.
- Able to handle multiple tasks.

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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

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会社説明