


# PR/161261 | Corporate Support 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**
1621117

**業種**
小売

**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11月17日 10:00

## 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**
基礎会話レベル

**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

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**Job Responsibilities:**

- Plan, coordinate, and execute internal events, employee engagement initiatives, surveys, meetings, and corporate programs from planning through implementation.
- Work closely with internal departments, employees, vendors, and external partners to ensure the smooth delivery of company activities.
- Provide corporate, administrative, and coordination support to management and various business functions.
- Organize company-wide activities, including logistics, venue arrangements, materials preparation, attendance management, and post-event follow-up.
- Develop and maintain strong working relationships with employees across all levels of the organization.

- Manage multiple assignments effectively while meeting deadlines and business priorities.
- Design, administer, analyze, and implement action plans arising from employee engagement surveys and feedback initiatives.
- Support internal communications and employee relations activities by facilitating communication between employees and management and addressing employee feedback and concerns.
- Assist in the development and enhancement of company policies, processes, and systems in collaboration with cross-functional teams.
- Provide coordination and administrative support for management meetings, corporate projects, and special initiatives.
- Undertake additional corporate support, HR, and administrative responsibilities as assigned.

**Job Requirements:**

- Bachelor's Degree in Business Administration, Corporate Administration, Human Resources, Management, or a related discipline.
- Minimum 2–3 years of relevant experience in corporate support, HR administration, office administration, employee engagement, event coordination, or a similar role.
- Candidates with experience in corporate services, office management, or HR support functions are encouraged to apply.
- Basic understanding of HR policies, procedures, and employee lifecycle activities.
- Excellent organizational and coordination skills, with the ability to manage multiple tasks, events, and priorities simultaneously.
- Confident in liaising and coordinating with employees, management, vendors, service providers, and external stakeholders.
- Proactive, resourceful, and detail-oriented, with the ability to work independently and take ownership of assigned responsibilities.
- Proficient in Microsoft Office applications.

#LI-JACMY
#countrymalaysia

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会社説明