

PR/161314 | Admin

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
1621139

業種
その他（メーカー）

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03日 10:45

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

Key Responsibilities

- Handle daily administrative duties, including documentation, filing, and records management.
- Prepare, update, and maintain administrative documents, reports, and correspondence.
- Assist with license applications, renewals, and related documentation.
- Monitor license expiry dates and ensure all renewals are processed in a timely manner.
- Follow up with relevant authorities on licensing and compliance-related matters.
- Provide support for basic IT issues, system updates, and troubleshooting activities.
- Coordinate with internal IT teams or external vendors to resolve technical issues promptly.

- Coordinate building maintenance and repair works with the Facilities Team and service providers.
- Monitor and follow up on maintenance matters involving air-conditioning, electrical systems, plumbing, cleaning, and security services.
- Ensure maintenance requests are attended to and completed within the required timeframe.Liaise effectively with internal departments, external vendors, contractors, facility personnel, and regulatory authorities to ensure smooth operations.

Job Requirements

- Minimum 2–3 years of relevant experience in administration, licensing, IT support, facilities coordination, or a related field.
  Proficient in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Strong communication, organizational, and coordination skills.
- Ability to work independently as well as collaboratively in a team environment.
- Detail-oriented, proactive, and capable of managing multiple tasks simultaneously.
  Strong problem-solving skills, particularly in handling administrative, maintenance, and operational matters.
- Positive attitude, responsible, dependable, and willing to learn.
- Ability to communicate and coordinate effectively with internal stakeholders, facility personnel, external vendors, and government authorities

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会社説明