

PR/161380 | 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
1623359

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17日 10:17

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

Our client is a China-based global company specializing in the sales and processing solutions of engineering plastics and high-performance resin materials. The company has established operations across Asia, including China, Japan, Hong Kong, and Singapore, serving customers in the semiconductor, electronics, and precision manufacturing industries.

The Malaysia office is currently in its start-up phase and is expected to support future business expansion across Malaysia and the ASEAN region. They are seeking an Admin Executive to join their teams.

Key Responsibilities:

- Manage daily administrative operations and ensure smooth office functioning.
- Maintain and organize company records, documents, and filing systems.
- Support HR and finance administration, including employee documentation, claims, and invoice processing.

- Assist in data entry, database management, and maintaining accurate company information.
- Prepare reports, correspondence, presentations, and other administrative documents.

Key Requirements:

- Minimum 2-3 years of administrative or office management experience.
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint, Outlook).
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Ability to work independently and manage multiple responsibilities in a fast-paced environment.

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
Terms and Conditions Link: https://www.jac-recruitment.my/terms-of-use

会社説明