

PR/161387 | Office Management Executive (Admin, HR & Accounts)

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
1623903

業種
自動車・自動車部品

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24日 10:18

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
ビジネス会話レベル

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

Job Description
Responsibilities:

- Provide administrative and operational support to senior team members in daily business activities.
- Prepare, organize, and maintain documents, records, and reports.
- Assist in coordinating internal and external communications to ensure smooth workflow.
- Support scheduling, meeting arrangements, and follow-up on assigned tasks.
- Perform data entry and ensure accuracy of information in company records and systems.
- Handle filing, documentation, and general office administration duties.

- Liaise with various departments and stakeholders to facilitate daily operations.
- Assist with ad hoc projects and assignments as required.

Job Requirements
Requirements:

- Diploma or Bachelor's Degree in Business Administration or a related field.
- Fresh graduates are encouraged to apply.
- Good communication and interpersonal skills.
- Strong organizational and time management abilities.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Detail-oriented and able to handle multiple tasks effectively.
- Positive attitude, willing to learn, and able to work in a team environment.
- Ability to work independently with minimal supervision.

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.

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会社説明