



## PR/157446 | ADMIN & HR EXECUTIVE

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1505065

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 11:31

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Our client is a new investment with their plant under construction. They are MNC with business in chemical for crop protection.

#### MAIN RESPONSIBILITIES

- Location: Tanjung Langsat Pasir Gudang, Johor Bahru
- Handle Admin and HR functions including office management, transport arrangement, admin support, liaise with government, translation service, HR onboarding, recruitment, schedule interview. and so on

#### KEY REQUIREMENTS

- Min Diploma in HR, Business Studies or its equivalent.
- 1-3 years experience in administration.
- Good communication skills in English

**BENEFITS**

- Basic + allowance + bonus
- 5 days/week

Interested applicants are welcome to send in resume directly to [suesin.yong@jac-recruitment.com](mailto:suesin.yong@jac-recruitment.com) or contact 07-2781122.

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Company Description