



PR/157951 | Education Support Officer

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1505211

Industry

Education

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:33

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

ABOUT THE JOB

This role plays key responsibility to support exchange students and provide academic advice to study in Malaysia to ensure delivery high quality services to students

JOB RESPONSIBILITIES

- Coordinate and effectively communicate with internal and external parties include Department of student affairs, students, and other colleague
- Ensure exchange students receive high quality services and support
- Provide academic advise to students
- Build strong relationship and rapport with students

- Assist in translation work (English-Mandarin) when required

JOB REQUIREMENTS

- Candidate must possess at least Bachelor degree qualification
- Candidate must passionate about student success
- Good communication skills in English, Mandarin, and Bahasa
- Ability to speak, read, and write in Mandarin (For translation)
- Positive attitude

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Company Description