



PR/158064 | Admin Assistant

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1505261

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:34

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

COMPANY OVERVIEW

One of the upcoming retail industries is looking for Admin assistant talent based in Kuala Lumpur. An Administrative Assistant plays a pivotal role in managing general office operations and supporting various administrative tasks within an organization. Strong organizational skills, attention to detail, proficiency in office software, and good communication abilities are key traits for success in this role.

JOB RESPONSIBILITIES

Managing General Affairs tasks within the Malaysia office:

- Oversight of office equipment and company vehicle, including coordinating hotel bookings and flight arrangements.
- Handling stationery procurement, courier services, and stamp applications.
- Arrange weekly invoice payment request to account department

JOB REQUIREMENTS

- Minimum Diploma qualification.
- Preferably at least 1 year of relevant working experience.
- Proficient in both written and spoken English and Bahasa Malaysia.
- Strong computer skills.
- Possession of a valid driving license.

BENEFITS

- Biannual bonus structure.
- Monthly car parking fee coverage (valid only for basement parking at the office building).
- Statutory benefits.
- Overtime claims eligibility.

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Company Description