



JAC Recruitment

We are recruitment specialists around the globe



Malaysia

PR/158233 | Admin Support (6 months contract)

## Job Information

**Recruiter**[JAC Recruitment Malaysia](#)**Job ID**

1505469

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 11:37

## 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

**JOB RESPONSIBILITIES**

- Manage office operations
- Handle incoming and outgoing communications, such as emails, messages and phone calls.
- Organize and maintain documentation
- Accurately input and update data in company databases and systems.

**JOB REQUIREMENTS**

- High school diploma or equivalent
- Proficient in using office software, including MS Office (Word, Excel, PowerPoint, Outlook).
- Strong written and verbal communication skills.

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#StateShahAlam

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Company Description