



PR/158239 | Operations Executive / Coordinator

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505480

Industry

Other

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

A retail company in Malaysia is looking for an **Operations Executive/Coordinator**, with experience in operations coordination, administrative support, or a similar role. **Key Responsibilities**

- Monitor and coordinate daily activities to ensure operational efficiency and adherence to standard operating procedures (SOPs).
- Identify areas for operational enhancement and implement improvements.
- Manage scheduling and workload distribution among staff.
- Coordinate the availability and maintenance of equipment and materials.
- Monitor inventory levels of supplies and consumables, coordinate procurement and restocking to prevent shortages.
- Act as a point of contact between different departments to ensure alignment.
- Communicate operational updates and changes effectively to all stakeholders, and coordinate with external vendors and service providers as needed.

- Manage service agreements and monitor vendor performance.
- Collect and analyze data on operational performance, and assist in forecasting operational needs based on data trends.
- Maintain accurate records of operational activities, prepare and present reports on key metrics and KPIs.
- Coordinate meetings, prepare agendas, and document minutes.

Requirements

- Minimum of 3 years of experience in operations coordination, administrative support, or a similar role.
- Experience in the retail, hospitality, or service industries is a plus.

Company Description