



## PR/158064 | Admin Assistant

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1508982

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:21

### 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