



PR/157151 | HR & Office Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512111

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 10:26

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

Responsible to smooth operations in HR, general affairs and accounting functions for the organization, possess good communication skills with related parties to enhance productivity and adherence to company policies.

JOB RESPONSIBILITIES

- Ensure smooth day to day office operations.
- Strengthening admin functions (strategy planning and execution for organizational governance, HR, strengthening employee engagement, IT, accounts & etc.)
- Continuous improvement for business process flows.
- Analysis current situation and provide solutions to increase efficiency and productivity.

- Willing to support colleagues for daily work flows.

JOB REQUIREMENTS

- Possess Diploma in Business Studies.
- 10 years experience in related field.
- Mature, possess problem solving and leadership skills.
- Willing to work at KL Bukit Bintang area.

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Company Description