



PR/157446 | ADMIN & HR EXECUTIVE

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512140

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 22nd, 2025 05:00

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

Our client is a new investment with their plant under construction. They are MNC with business in chemical for crop protection.

MAIN RESPONSIBILITIES

- Location: Tanjung Langsat Pasir Gudang, Johor Bahru
- Handle Admin and HR functions including office management, transport arrangement, admin support, liaise with government, translation service, HR onboarding, recruitment, schedule interview. and so on

KEY REQUIREMENTS

- Min Diploma in HR, Business Studies or its equivalent.
- 1-3 years experience in administration.
- Good communication skills in English

BENEFITS

- Basic + allowance + bonus
- 5 days/week

Interested applicants are welcome to send in resume directly to suesin.yong@jac-recruitment.com or contact 07-2781122.

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Company Description