



## PR/158334 | Office Operation Specialist

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1512417

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Netherlands

**Salary**

Negotiable, based on experience

**Refreshed**

January 22nd, 2025 12:01

### 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 our clients from Netherlands supports philanthropic organizations, aiming to enhance their impact on the common good. They provide top-notch operational support in HR, IT, Finance, Risk, Legal, Tax, Insurances, Facilities, Travel, Procurement, Security, Project Management, and Reporting. As a global entity, they value strong collaboration and professional excellence, dedicating their skills and knowledge to making a positive difference every day. Currently, they are setting up a new office in Kuala Lumpur, Malaysia, and is seeking a skilled Office Operations Specialist to help establish and manage this new office from scratch.

#### JOB RESPONSIBILITIES

##### Setting up the new office

- Lead and coordinate all aspects of the new office setup, including selecting and setting up the physical space, ensuring full operational status, and managing vendors.

- Manage the implementation budget, track expenses, and ensure cost-effective solutions.
- Collaborate with HR to onboard new employees for a smooth transition.
- Serve as the primary contact for all office-related matters, liaising with external contractors, third-party providers (IT, Tax, Legal, Finance, HR), and CPS functional owners.
- Develop and implement office policies and procedures in collaboration with CPS functional owners to ensure efficient operations.

#### **Ensuring smooth office operations**

- Support the local team with office management tasks such as logistics, events, and badges.
- Monitor and execute daily office operations in line with global policies, rules, processes, and local regulations.
- Act as a key stakeholder to functional owners, providing insights on local changes related to Tax, Finance, HR, and Legal.
- Ensure and monitor third-party services for facility management and maintain an overview of local contracts and suppliers.
- Liaise for local IT support and ensure IT equipment is acquired and in place.
- Support the team with basic HR tasks, country-specific HR administration, and local induction for new employees.
- Ensure security, health, and safety compliance in cooperation with Global Security and local regulations, including organizing annual medical check-ups and preparing documentation for the health and safety officer's annual visit.
- Handle payment of invoices, bookkeeping, and preparation of monthly bank reconciliation statements.
- Assist with the preparation of the local annual operating budget and monitor monthly variances.
- Support local audits by providing necessary documentation and information.
- Manage and oversee office petty cash, prepare petty cash expenses reconciliation, oversee employee expense settlements, track corporate credit cards, and keep track of locally incurred expenses for appropriate bookkeeping and reporting to Global Finance.
- Create and embed local operational processes in cooperation with office operations colleagues to improve efficiency locally and globally.

#### **JOB REQUIREMENTS**

- At least 8 years of experience in a similar role, ideally with experience in establishing a new office.
- Experience in an international work environment.
- Basic understanding of Human Resource Management, Accounting or Finance, and local regulations.
- Knowledge of local regulations and requirements for office operations in Kuala Lumpur, Malaysia, is advantageous.

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Company Description