



## PR/158451 | Admin Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1515579

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

January 14th, 2025 10:42

### 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 and Job Overview**

A Japanese based company in food industry looking for Administration Executive. Responsible for managing and overseeing the day-to-day administrative operations of the organization. This role involves coordinating office activities, providing support to staff, and ensuring efficient office operations.

**Job Responsibilities**

- Office Management: Oversee office supplies, equipment maintenance, and facility management.
- Administrative Support: Assist with scheduling meetings, managing calendars, and handling correspondence.
- Documentation: Maintain and organize company records, files, and databases.
- Communication: Serve as a point of contact for internal and external communications.

- Purchasing: Supporting procurement process by managing administrative tasks related purchasing activities such as coordinating with suppliers, maintaining records and ensuring timely delivery of goods and services.
- Event Coordination: Plan and organize company events, meetings, and conferences.
- HR Support: Assist with onboarding new employees and maintaining employee records.
- Financial Administration: Handle basic bookkeeping tasks, process invoices, and manage expense reports.

**Job Requirements**

- Bachelor's Degree in Business Administration or related field
- Minimum 2 years of experience in administrative role
- Strong organizational, communication and multitasking skills
- Proficiency in Microsoft Offices
- Fresh graduates are encouraged to apply

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**Company Description**