



PR/158538 | HR Executive cum Admin

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1521549

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 25th, 2025 03:00

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

COMPANY OVERVIEW

A multinational chemical company specializing in the formulation, sales, and distribution of polyurethane chemicals is looking for a dynamic and enthusiastic individual for the position of Admin & HR (Junior) in Subang Jaya. This role includes basic Admin and HR tasks to provide support and ensure the smooth operation of the office, along with other duties assigned by management as needed.

JOB RESPONSIBILITIES

- Maintain and update employee attendance records
- Organize and monitor employee training programs
- Calculate and process overtime (OT) payments
- Prepare HR-related reports and documentation

- File and organize both physical and digital documents
- Manage office supplies and inventory
- Handle general office administration tasks, including answering phones and managing correspondence
- Coordinate office maintenance and repairs
- Assist in organizing company events and meetings
- Provide administrative support to other departments as needed

JOB REQUIREMENTS

- Minimum of a Diploma or Degree with 1- 3 years of work experience
- Proficiency in English and Bahasa Malaysia; Mandarin is a plus
- Computer literate
- Ability to work with minimal supervision and meet tight deadlines
- Strong communication and interpersonal skills
- Possess own transport.

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Company Description