



PR/158064 | Admin Assistant

募集職種

人材紹介会社

ジェイエイシーリクルートメント マレーシア

求人ID

1505261

業種

小売

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2024年11月19日 11:34

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

COMPANY OVERVIEW

One of the upcoming retail industries is looking for Admin assistant talent based in Kuala Lumpur. An Administrative Assistant plays a pivotal role in managing general office operations and supporting various administrative tasks within an organization. Strong organizational skills, attention to detail, proficiency in office software, and good communication abilities are key traits for success in this role.

JOB RESPONSIBILITIES

Managing General Affairs tasks within the Malaysia office:

- Oversight of office equipment and company vehicle, including coordinating hotel bookings and flight arrangements.
- Handling stationery procurement, courier services, and stamp applications.
- Arrange weekly invoice payment request to account department

JOB REQUIREMENTS

- Minimum Diploma qualification.
- Preferably at least 1 year of relevant working experience.
- Proficient in both written and spoken English and Bahasa Malaysia.
- Strong computer skills.
- Possession of a valid driving license.

BENEFITS

- Biannual bonus structure.
- Monthly car parking fee coverage (valid only for basement parking at the office building).
- Statutory benefits.
- Overtime claims eligibility.

#LI-JACMY

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会社説明