



PR/158239 | Operations Executive / Coordinator

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

1505480

業種

その他

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 11:37

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

A retail company in Malaysia is looking for an **Operations Executive/Coordinator**, with experience in operations coordination, administrative support, or a similar role. **Key Responsibilities**

- Monitor and coordinate daily activities to ensure operational efficiency and adherence to standard operating procedures (SOPs).
- Identify areas for operational enhancement and implement improvements.
- Manage scheduling and workload distribution among staff.
- Coordinate the availability and maintenance of equipment and materials.
- Monitor inventory levels of supplies and consumables, coordinate procurement and restocking to prevent shortages.
- Act as a point of contact between different departments to ensure alignment.
- Communicate operational updates and changes effectively to all stakeholders, and coordinate with external vendors and service providers as needed.

- Manage service agreements and monitor vendor performance.
- Collect and analyze data on operational performance, and assist in forecasting operational needs based on data trends.
- Maintain accurate records of operational activities, prepare and present reports on key metrics and KPIs.
- Coordinate meetings, prepare agendas, and document minutes.

Requirements

- Minimum of 3 years of experience in operations coordination, administrative support, or a similar role.
- Experience in the retail, hospitality, or service industries is a plus.

会社説明