



## PR/158414 | Admin & HR

### 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

1514517

#### 業種

化学・素材

#### 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

2025年01月07日 10:28

### 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

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 1-2 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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#stateselangor

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会社説明