



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02月04日 10:01

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.

#LI-JACMY
#stateselangor

会社説明