



PR/158451 | Admin Executive

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

1515579

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

2025年01月28日 00:00

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 and Job Overview

A Japanese based company in food industry looking for Administration Executive. Responsible for managing and overseeing the day-to-day administrative operations of the organization. This role involves coordinating office activities, providing support to staff, and ensuring efficient office operations.

Job Responsibilities

- Office Management: Oversee office supplies, equipment maintenance, and facility management.
- Administrative Support: Assist with scheduling meetings, managing calendars, and handling correspondence.
- Documentation: Maintain and organize company records, files, and databases.
- Communication: Serve as a point of contact for internal and external communications.

- Purchasing: Supporting procurement process by managing administrative tasks related purchasing activities such as coordinating with suppliers, maintaining records and ensuring timely delivery of goods and services.
- Event Coordination: Plan and organize company events, meetings, and conferences.
- HR Support: Assist with onboarding new employees and maintaining employee records.
- Financial Administration: Handle basic bookkeeping tasks, process invoices, and manage expense reports.

Job Requirements

- Bachelor's Degree in Business Administration or related field
- Minimum 2 years of experience in administrative role
- Strong organizational, communication and multitasking skills
- Proficiency in Microsoft Offices
- Fresh graduates are encouraged to apply

#LI-JACMY
#statekualalumpur

会社説明