



PR/158538 | HR Executive cum Admin

**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**

1521549

**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11日 10:31

**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- 3 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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会社説明