



University of Tsukuba

Levels 5, 6, 7, 8, 12, 14 and 16, Wisma R&D, Universiti Malaya
Jalan Pantai Baharu, 59100 Kuala Lumpur
Wilayah Persekutuan Kuala Lumpur, Malaysia

Industry: Higher Education

Job Opportunity:

Assistant Officer (General Affairs)

Full time or Part time (upon consultation)

Location:

University of Tsukuba, Malaysia

Levels 5, 6, 7, 8, 12, 14 and 16, Wisma R&D, Universiti Malaya, Jalan Pantai Baharu,
59100 Kuala Lumpur

<https://www.utmy.edu.my/more/access/>

General Office Hours:

Monday to Friday, 8:00 AM to 5:00 PM (lunch break: 12:00 PM – 1:00 PM)

- Weekends and public holidays are generally off.
- Occasional work on weekends or public holidays may be required due to university events.
- Compensatory leave will be provided for any work performed on weekends or public holidays.

Job Description:

- Provide administrative assistance to Head of Office and Chief Executive
- Serving as the point of contact for all tasks requiring communication in Malay
- Serving as the point of contact for Staff inquiries and concerns
- To manage call to general lines and mails to University of Tsukuba, Malaysia

Requirements:

- Minimum qualification: Diploma or Bachelor's degree
- Proficiency in both spoken and written Malay and English
- Japanese language proficiency is an advantage
- Working experience in a Japanese company is an advantage
- Able to work effectively under pressure in a fast-paced, operational environment
- A team player with strong interpersonal and communication skills
- Proficient in computer applications (MS Word, Excel, PowerPoint etc.) with solid administrative and problem-solving abilities
- In good physical and mental health



University of Tsukuba

Levels 5, 6, 7, 8, 12, 14 and 16, Wisma R&D, Universiti Malaya
Jalan Pantai Baharu, 59100 Kuala Lumpur
Wilayah Persekutuan Kuala Lumpur, Malaysia

Benefit:

- Salary – Add expected salary to your profile for insights
- Additional Monthly Allowance - Transportation allowance
- Medical Benefit
- Annual Event - Sports Day, Annual medical checkup
- Free parking provided

Thank you for your interest in this position.

If you have any questions or concerns, please feel free to contact us via the email address below.

Applicants wishing to apply are kindly requested to submit their resume in PDF format to the same email address.

Masatoshi Yokose (Mr.)

*Head, Academic Service Office for Malaysia Overseas Education Hub
University of Tsukuba*

Email: yokose.masatoshi.ge@un.tsukuba.ac.jp