



Manpower Inc. is a world leader in the employment services industry; creating and delivering services that enable companies, job seekers or career changers win in today's changing world of work. Manpower's worldwide network of 4,400 offices in 73 countries and territories enables the company to meet the needs of some 400,000 clients per year. Around the world, Manpower places 312 people every minute, every day.

With the largest number of Recruitment Consultants in Malaysia, Manpower Staffing Services (M) Sdn Bhd can provide the freedom to work, in the way that suits you best. You'll gain experience with some of Malaysia's and the world's premier organizations - and work in a way that fits your lifestyle: permanent, temporary, contract, part-time, full-time - it's your call, so register with us today!

www.manpower.com.my

Learning Delivery Support Administrator (Japanese Speaker)

(Cyberjaya, Selangor)

Responsibilities:

- Create education activities and offerings in a SABA based on-line education application;
- Monitor enrolments.
- Close and complete offerings;
- Track no-shows and walk-ins
- Ad hoc administrative task assigned by management
- Other tasks when required:
- Send prerequisites to the students;
- Order and send class material; track delivery of material;
- Prepare and send invitation letters to the students;
- Look for and book venues.

Requirements:

- Candidate must possess either Diploma or Bachelor's Degree in any fields.
- Must be fluent in spoken and written Japanese and English Language.
- Japanese is a must as this will be the language to communicate in business.
- Applicants must be willing to work in Cyberjaya.
- Applicants should be Malaysian citizens or hold relevant residence status.
- Ability to handle administrative work.
- Fresh graduates or Entry level applicants are encouraged to apply.
- Able to start work in July.
- **Renewable yearly contract positions available in Multinational Company.**
- Career advancement in MNC.

All interested applicants are required to apply via the link below to be considered for this position.

siewfeng.tan@manpower.com.my or call 03-2087 0071

Pathma.priya@manpower.com.my or call 03-2087 0043

Manpower Staffing Services (M) Sdn Bhd

Suite 20.01, 20th Floor Centrepoint South, The Boulevard, Mid Valley City, Wilayah 59200.
Tel: +603 2087 0000

