



Case Study

Building a High-Performing Offshore Executive Admin Team in Malaysia

Australia Edition

FastLaneRecruit Building Teams,
Powering Growth

Contents

1	Build an Offshore Executive Admin Team in Malaysia For Australian Companies	5
2	1. Stage 1: Build the Right Team	6
3	2. Stage 2: Set Up the Workspace	14
4	3. Stage 3: Equip and Enable Your Team	18
5	4. Outcome & Results	22
6	5. Bringing It All Together: Your Offshore Team, Fully Supported	22
7	6. Start with a Complimentary Discovery Call	23

About FastLane

Fastlane Group, established in 2013, began as an innovative accountancy and advisory firm specializing in supporting SMEs, entrepreneurs, startups, high-growth companies, and businesses expanding globally. With a commitment to combining technology and expertise, we have consistently delivered best-in-class services, ensuring our clients in Hong Kong meet their financial and compliance needs, allowing them to focus on their core business objectives.

As the business landscape evolves, so have we. Recognizing the growing demand for flexible and cost-effective talent solutions, we have established FastLaneRecruit to assist clients with recruitment and building remote teams in Southeast Asia. This expansion allows our clients to access high-quality talent while benefiting from our comprehensive support in HR advisory, payroll administration, and compliance, helping them scale their businesses efficiently and confidently in a competitive environment.

Our Purpose

At FastLaneRecruit, our purpose is to empower businesses to achieve their full potential by delivering innovative and reliable recruitment and Employer of Record (EOR) solutions. We are dedicated to assisting our clients in building and managing remote teams in Southeast Asia, providing access to a diverse talent pool while ensuring seamless HR, payroll, and compliance management. Through our expertise and advanced technology, we strive to be the trusted partner that enables businesses to scale efficiently, reduce costs and focus on their strategic growth.

Our Mission

Our mission is to empower businesses to grow and thrive by providing innovative, reliable, and cost-effective recruitment and Employer of Record (EOR) solutions. We are committed to helping our clients navigate the complexities of talent acquisition and management, ensuring that they can build and scale their teams with confidence, efficiency, and compliance. Through our expertise and dedication, we aim to be the trusted partner for companies seeking to expand their capabilities and achieve long-term success in a competitive global market.

Our Principles

- **Client-Centric Focus:** Tailored solutions to address client-specific challenges.
- **Integrity and Transparency:** Uphold the highest standards in all interactions.
- **Innovation and Excellence:** Continuous improvement and adoption of the latest technology.
- **Collaborative Partnership:** Foster strong partnerships both within our team and with clients.
- **Responsiveness and Agility:** Adapt quickly to the evolving needs of clients and the market.

Our Values

- **Commitment to Quality:** Deliver high-quality services that exceed client expectations.
- **Respect and Integrity:** Treat everyone with respect and act with honesty.
- **Innovation:** Continuously seek innovative solutions.
- **Customer Focus:** Prioritize client needs and provide tailored solutions.
- **Collaboration:** Value teamwork and collaboration to achieve common goals.
- **Responsiveness:** Ensure timely and effective solutions.
- **Excellence:** Pursue excellence in all aspects of our work.

Get in Touch

For more information or to contact FastLane Group on Company Formation, please email:

enquiry@fastlanerecruit.com

Disclaimer

Information provided by our recruitment agency is general and without guarantees. Employers are responsible for their own assessments and due diligence when hiring. Our agency is not liable for any actions taken based on this information.

Build an Offshore Executive Admin Team in Malaysia For Australian Companies

Companies in Australia, Hong Kong, and Singapore are navigating a complex set of operational challenges, including rising employment costs, a limited talent pool, and increasing pressure to grow without compromising service quality.

Conventional outsourcing models often miss the mark, offering limited integration, oversight, and consistency with shortcomings that no longer align with the expectations of today's companies. While outsourcing used to be the go-to option, progressive companies are now adopting more integrated approaches. They're opting for dedicated offshore teams that align closely with their internal systems and service benchmarks far beyond just hiring temporary contractors.

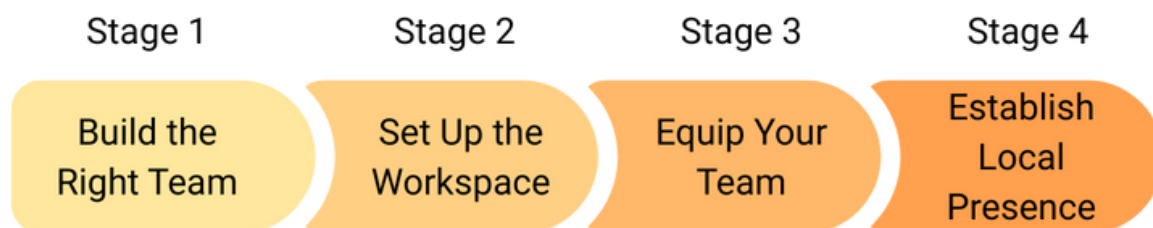
This shift has sparked growing demand for building offshore teams in value-driven, strategically positioned markets like Malaysia.

At FastLaneRecruit, we deliver exactly this smarter approach. We assist Australian companies in establishing purpose-built offshore executive admin teams in Malaysia—teams that function as full-fledged extensions of their home office, with no need to set up a physical presence locally.

Our **end-to-end offshore team solution** is anchored by three foundational stages:

- **Stage 1: Build the Right Team**
- **Stage 2: Set Up a Functional Workspace**
- **Stage 3: Equip and Enable Your Team**

By choosing FastLaneRecruit, Australian companies can scale with confidence, enhance operational resilience, and achieve sustainable cost savings, all while continuing to deliver the exceptional service their clients rely on.



1. Stage 1: Build the Right Team

1.1 Talent Sourcing

To build a high-performing offshore executive administrative team for Australian businesses, we start with a comprehensive consultation to understand your operational needs, workflow structure, and business priorities. This allows us to define the key roles required to support your administrative functions, ranging from junior and mid-level administrators to experienced professionals and senior-level admin leaders who ensure seamless coordination between internal teams and client-facing operations.

We then tap into our robust recruitment network in Malaysia, developed through long-standing industry partnerships and trusted talent pipelines. Every candidate undergoes a rigorous screening and assessment process to ensure they meet the performance standards, communication expectations, and cultural alignment required by Australian companies.

Essential Roles for a High-Performing Offshore Executive Admin Team

- ***Administrative Assistant (0-2 years' experience)***

Ideal for Australian SMEs or fast-growing startups looking to streamline day-to-day tasks, offshore Administrative Assistants handle scheduling, travel bookings, invoice tracking, reimbursements, and email correspondence. They also support data entry, filing, and procurement coordination. Based in Malaysia, these team members provide reliable back-office support at a cost-effective rate, allowing local staff in Australia to focus on higher-value work.

- ***Executive Assistant (2-5 years' experience)***

Executive Assistants based in Malaysia serve as trusted right hands to senior leaders in Australian companies. They manage executive calendars across time zones, coordinate meetings with internal and external stakeholders, prepare reports and presentations, and support travel planning and communication. With strong English proficiency and a cultural understanding of professional norms in Australia, these assistants ensure seamless executive support without geographic barriers.

- ***Senior Executive Assistant (5-8 years' experience)***

For companies with complex operations or regional leadership teams, Senior Executive Assistants provide high-level support to C-suite or regional directors. They handle confidential documentation, investor communications, and cross-functional scheduling while mentoring junior support staff. These Malaysia-based professionals are suitable for large Australian enterprises seeking reliable offshore talent to maintain high service standards while reducing overhead.

- ***Executive Coordinator (4-6 years' experience)***

Executive Coordinators offer structured support to multiple stakeholders across departments. They manage high-volume meeting schedules, support milestone tracking for leadership projects, assist with KPI reporting, and coordinate regional business activities. Perfect for Australian firms with multi-entity or multi-region operations, Malaysia-based Executive Coordinators bridge the gap between strategy and execution.

- ***Executive Admin Manager / Admin Team Lead (7-10+ years' experience)***

For Australian companies establishing a full offshore admin unit, the Executive Admin Manager plays a pivotal role in leading the team in Malaysia. They define SOPs, implement admin tools and workflows, manage team performance, collaborate with HR and IT, and ensure service quality across departments. This leadership role ensures alignment between offshore operations and Australian head office expectations, supporting long-term scalability and operational excellence.

1.1.2 Key Evaluation Criteria We Look For When Hiring Executive Admin Team in Malaysia for Australian Companies

To effectively support **Australian companies** across various sectors, an offshore executive admin team in **Malaysia** must demonstrate strong administrative capabilities, high-quality communication skills, and a working understanding of Australian business practices, time zones, and operational expectations. Below are the key evaluation criteria we prioritise to ensure reliable offshore support for your Australian team:

Proficiency in Executive Support Functions

Australian companies require well-organised administrative support to maintain seamless operations and meet internal and external deadlines. Ideal offshore candidates should demonstrate:

- Experience managing executive calendars across Australian time zones, including scheduling leadership meetings, team syncs, compliance-related tasks, or client appointments.
- Ability to prepare, format, and proofread business reports, presentations, contracts, and other operational documents in line with Australian professional standards and data privacy requirements.
- Familiarity with coordinating onboarding paperwork, government documentation, and routine compliance tasks, depending on industry (e.g., HR forms, licenses, renewal deadlines).
- A working understanding of basic Australian business operations, including terms like GST, ABN, Superannuation, and regulatory lodgement cycles.

Excellent English Communication Skills and Business Writing

Effective communication is essential for maintaining a strong connection with Australian headquarters, teams, and clients:

- High fluency in written and spoken English is mandatory, with an emphasis on professional tone, correct spelling, and proper business etiquette.
- Experience drafting emails, meeting agendas, minutes, and memos that reflect the tone and expectations of Australian workplaces.
- Confidence in communicating with a range of stakeholders, clients, executives, external agencies, and internal teams with clarity, courtesy, and professionalism.

Cultural Awareness and Alignment with Australian Work Standards

Cultural compatibility supports stronger collaboration and trust between offshore and Australian teams:

- An understanding of Australian workplace communication style which is open, respectful, proactive, and results-driven.
- Awareness of confidentiality practices, particularly in managing sensitive business data, employee records, or client information.
- Ability to manage high-pressure tasks calmly, particularly during critical deadlines, audits, or peak project periods.
- Flexibility to operate within AEST/AEDT working hours, especially during Australian financial quarters, project cycles, or launch periods.

Technology Proficiency and Workflow Adaptability

Modern Australian businesses rely heavily on digital tools for daily operations and collaboration. Offshore admin professionals must be tech-competent and well-organized:

- Strong skills in Microsoft Office (Excel, Word, PowerPoint) to manage data trackers, reports, or executive presentations.
- Proficiency in Google Workspace, Microsoft Teams, Zoom, and project management platforms such as Trello, Asana, Monday.com, or similar tools.
- Experience using cloud-based systems for document management, CRM tools, or internal workflow systems (e.g., SharePoint, proprietary software).
- Ability to assist with travel bookings, expense reports, time tracking, and task coordination with minimal supervision.

Dependability, Accountability, and Initiative

Australian companies value proactive, self-managed administrative professionals who can work independently and consistently deliver results:

- Demonstrated ability to juggle multiple responsibilities while maintaining high attention to detail and meeting deadlines.
- Strong initiative and foresight—able to manage calendar changes, flag scheduling conflicts, and prepare ahead for executive requirements.
- Proactive problem-solving mindset—knowing when to act independently and when to escalate issues appropriately.
- Preference for candidates with stable work histories, showing commitment, maturity, and accountability in remote environments.

Experience in Remote Collaboration and Cross-Border Support

With offshore teams operating from Malaysia and Australian teams working remotely or onsite, the ability to collaborate across borders is key:

- Familiarity with remote work culture, clear documentation, and tools that support asynchronous collaboration.
- Experience navigating secure digital workspaces, including handling files and data in line with privacy and compliance standards.
- Demonstrated ability to manage time independently, stay responsive, and report progress clearly and transparently.
- Capacity to support multiple executives or departments, often across different time zones and business functions.

1.2 Employer of Record (EOR) Services

Once the ideal candidates are selected, we onboard them through FastLaneRecruit's Employer of Record (EOR) model in Malaysia. This setup offers a fully compliant employment solution, enabling Australian companies to engage offshore talent without the need to establish a legal entity in Malaysia.

Under this EOR arrangement, FastLaneRecruit becomes the official employer of your offshore executive admin team in Malaysia. Your company retains full control over daily operations, workflows, and performance management while we handle all employment, HR, and compliance responsibilities locally.

Here's how the EOR model works:

- **Operational Control:** You remain in charge of defining roles, choosing your team, and managing day-to-day tasks, ensuring alignment with Australian business and admin standards.
- **Local Compliance:** We take care of legal employment contracts, register your staff with Malaysia's statutory bodies like EPF, SOCSO, and EIS, and ensure onboarding follows all Malaysian labour regulations.
- **Payroll & HR Administration:** We manage all payroll processes, statutory contributions, leave entitlements, and HR documentation, removing the burden of navigating Malaysian employment laws.
- **HR Support:** As the legal employer, FastLaneRecruit delivers full HR support, managing any personnel issues and ensuring compliance with Malaysian labour standards.

- **Risk Mitigation:** Our EOR structure removes the need to set up a local office in Malaysia for your company, minimising legal, financial, and administrative risks.

This model is ideal for companies looking to scale offshore teams efficiently and compliantly. With FastLaneRecruit, you can quickly launch a dedicated team in Malaysia focusing on operational excellence while we manage the local HR and compliance framework.

1.3 Payroll & Compliance Management

At **FastLaneRecruit**, we provide end-to-end payroll and compliance services for your offshore executive admin team in Malaysia. Our system ensures accurate, timely payroll processing and strict adherence to Malaysian employment laws and industry best practices.

We handle every aspect of compensation, statutory compliance, tax submissions, and HR documentation ensuring your company builds trust with your offshore team and avoids legal pitfalls, while keeping employees paid correctly and on time.



1.3.1 Key Components and How We Execute Them

Our process begins with **monthly payroll calculations**, covering gross salary, statutory deductions, and net pay. Using secure software, we incorporate allowances, overtime, and bonuses as required under Malaysian labour law. Each payroll run is thoroughly checked for accuracy. We manage all mandatory deductions and contributions, including:

- **EPF (Employees Provident Fund):** Malaysia's retirement scheme, similar to Australia's superannuation system, involving contributions from both employer and employee.
- **SOCSSO (Social Security Organisation):** Employees' compensation coverage for injuries or illnesses linked to the workplace.
- **EIS (Employment Insurance System):** Provides unemployment benefits, functioning similarly to Australian unemployment support programs.
- **PCB (Potongan Cukai Bulanan):** Monthly income tax deductions, accurately calculated and filed with the Lembaga Hasil Dalam Negeri Malaysia (LHDN).

Each employee receives a comprehensive payslip detailing earnings, deductions, and net pay to promote transparency and satisfaction within your offshore team.

We also maintain full leave tracking, ensuring accurate records of annual, medical, and other statutory leave entitlements in compliance with the Malaysian Employment Act 1955, and offer clear reporting for both staff and management.

In addition to monthly tasks, we handle year-end tax reporting, including the issuance and filing of EA Forms (Malaysia's equivalent to Australia's PAYG payment summaries or Hong Kong's IR56B) to meet legal requirements.



Why This Matters for Your Company

For Australian companies managing offshore admin operations, strict adherence to Malaysian employment laws is essential. Reliable payroll and HR compliance:

- Protects your company from legal disputes, penalties, and reputational damage
- Increases engagement and retention among your offshore team members
- Ensures your Malaysian operations meet the same high standards as your Australian office

By fully managing these areas, FastLaneRecruit empowers your team to focus on delivering exceptional accounting services, knowing your offshore workforce in Malaysia is well-supported, legally compliant, and treated with fairness.



2. Stage 2: Set Up the Workspace

2.1 Workspace Sourcing & Office Setup

For Australian companies establishing offshore executive admin teams in Malaysia, setting up the right physical environment is vital for smooth operations and team satisfaction. FastLaneRecruit provides full-service support for sourcing and setting up your workspace ensuring your offshore team begins work in a setting that's tailored to your business objectives.

We begin with a thorough assessment of your needs—factoring in team size, work preferences (e.g., hybrid or fully onsite), and any specific office requirements, such as private rooms for confidential admin work, collaborative meeting areas, or secure infrastructure for safeguarding client information.

Drawing from our local market expertise, we conduct detailed workspace research and offer side-by-side comparisons so you can confidently choose the best fit for your team:

- **Coworking Spaces:** Ideal for small teams or companies entering offshore space for the first time. These setups provide shared amenities, cost-efficiency, and networking opportunities. Amenities usually include high-speed internet, meeting rooms, reception support, and community events which are perfect for companies seeking **flexibility and agility** during initial offshore expansion.



- **Private Office Suites:** A great middle-ground for firms wanting more privacy and brand consistency without committing to a fully managed office. These suites offer exclusive work areas, dedicated resources, and improved workflow control striking a balance between flexibility and professional independence.



- **Self-Rented Office Spaces:** Best suited for larger teams or those planning long-term growth. These offices allow for full customization, from layout to IT security. It's an ideal choice for firms prioritizing data protection, client confidentiality, and operational autonomy.



To help you make an informed decision, we deliver a comparison report covering:

- **Location Advantages:** Proximity to transport, business hubs, and other corporate amenities.
- **Cost Structure & Lease Flexibility:** Evaluating both short-term affordability and long-term investment value.
- **Security & Privacy:** Essential for handling sensitive administrative and financial data.
- **Scalability:** Ensuring your workspace can evolve as your offshore team grows.

2.2 Virtual Tours and Site Assessments

To make the selection process seamless, we organise virtual walkthroughs and site assessments, allowing you to review layouts, security systems, and facilities without needing to travel. These immersive tours provide clarity and confidence in your final decision.

2.3 Local Negotiation and Lease Management

Once your preferred office is selected, FastLaneRecruit acts as your local lease partner and negotiator. We manage all negotiations from monthly rates and deposits to access to shared amenities and flexibility clauses. With our deep understanding of the Malaysian commercial property market, we help you avoid hidden costs and secure terms that align with your company's strategic goals.



2.4 Why Workspace Setup Matters

A well-planned and properly equipped office is more than just a workplace—it's a strategic enabler of performance, culture, and client delivery. Here's why the right setup makes a difference:

- **Talent Attraction & Retention:**

A modern, comfortable workspace in a prime location enhances employee satisfaction, helping you attract and retain top administrative talent. It signals your company's commitment to professionalism and employee well-being.

- **Growth Flexibility:**

Choosing between coworking, private, or custom-rented offices ensures your team can expand without unnecessary disruptions. Flexible lease agreements and adaptable layouts support your evolving operational needs.

- **Business Continuity:**

A reliable office setup guarantees secure internet connectivity, dependable IT systems, and uninterrupted utilities. It supports daily operations and ensures smooth integration between your Malaysian admin team and your Australian headquarters.

2.5 Our End-to-End Support

FastLaneRecruit offers comprehensive workspace setup services to ensure your offshore launch is smooth, compliant, and ready for success. Our full support includes:

- **Local Area Expertise & Strategic Assessment:**

We leverage local insights to recommend areas that balance convenience, accessibility, and business relevance for your offshore executive admin team.

- **Virtual & On-Site Tours:**

We arrange both remote and in-person tours so your leadership team can confidently assess and compare potential workspaces regardless of where you're located.

- **Contract Negotiation & Lease Management:**

We handle all lease agreements, including negotiations on rates, deposit terms, and access to shared facilities, while ensuring clauses allow for future flexibility and cost control.

- **Workspace Setup & Operational Readiness:**

From installing ergonomic furniture and secure IT networks to managing utilities, data privacy features, and compliance requirements—we take care of everything needed to ensure your Malaysia-based admin team is up and running from day one.

3. Stage 3: Equip and Enable Your Team

For Australian companies expanding their executive admin teams offshore to Malaysia, providing the right technology and tools is crucial for delivering uninterrupted service and operational efficiency. At FastLaneRecruit, we offer end-to-end support to ensure your offshore team is fully equipped and integrated with your company's systems from day one.

3.1 IT & Equipment Provisioning

We begin by sourcing and deploying IT hardware tailored to meet the demands of your executive and administrative workflows. Our priority is to provide technology that empowers your offshore team in Malaysia to perform daily tasks efficiently, collaborate seamlessly with your Australian headquarters, and maintain strict data security and compliance.

This includes:

Laptops and Monitors

Laptops and monitors equipped to run essential business platforms such as project management tools, CRM systems, or scheduling software. We select reliable, high-speed devices that support multitasking and ensure smooth performance throughout the workday.





Workspace Accessories

Headsets, docking stations, and ergonomic accessories to create a productive, professional setup to ensure clear communication during video calls, virtual meetings, and extended collaborative sessions.

Printers and Scanners

Printers and scanners, where required, to support hybrid admin workflows. These tools are essential for handling documentation, contracts, or internal reporting that may involve both digital systems and physical record-keeping. All devices are tested for compatibility with your internal platforms.



Our local IT team conducts thorough testing and configuration of every device including setting up user accounts, applying updates, and implementing security patches to ensure your offshore staff can plug in and start working immediately with full system access.



3.2 Software Installation & Pre-Onboarding Setup

Before your offshore admin team officially begins, we take care of all essential software installations and configurations to ensure a smooth transition and instant productivity. The aim is to build a secure, fully integrated digital environment that reflects your Australian company's operational systems from day one.

Key setup areas include:

- **Core Business Tools:**

We install and customize your chosen software from productivity apps like Microsoft Office or Google Workspace to industry-specific systems such as CRM, HR, or workflow management tools. All user permissions and settings are tailored to your internal procedures.

- **Document Management Platforms:**

We implement cloud-based storage systems like Google Drive, Dropbox, or OneDrive, with clearly defined access controls and folder structures that comply with your internal data policies and ensure secure, collaborative file handling.

- **Communication & Collaboration Platforms:**

We configure tools such as Microsoft Teams, Zoom, and Slack to facilitate daily communication, meetings, and task coordination between your onshore and offshore teams. This includes calendar integration, channel creation, and full technical testing.

- **Cybersecurity & VPN Configuration:**

To protect sensitive company data, we set up VPN access and cybersecurity protocols, including encrypted file transfers, role-based permissions, and secure login credentials aligning with your company's privacy and compliance requirements.

Our team ensures every software element is thoroughly tested, so your offshore team can begin working with no disruptions. This meticulous IT onboarding allows your new hires to fully align with your workflows, maintain productivity, and deliver operational support from day one.

This pre-onboarding IT setup forms the foundation for operational continuity, data integrity, and an exceptional client experience.

3.3 Local IT Support

Even with top-tier equipment and software, ongoing technical support is vital to maintain productivity and security. **FastLaneRecruit** provides continuous local IT support tailored specifically to your offshore team's needs in Malaysia.

Our support services include:

- **Troubleshooting & Hardware Maintenance:**

Quick response to technical problems, ranging from device malfunctions to software errors to minimize downtime and keeping your team focused on the core business activities.

- **System & Software Updates:**

Regular maintenance and updates of all platforms, including accounting software, collaboration tools, and document management systems, ensuring security patches and new features are applied promptly.

- **Network Security & VPN Management:**

Ongoing oversight of VPN services and network protections to safeguard financial data and maintain compliance with privacy regulations.

- **Equipment Upgrades & Replacement:**

Proactive hardware lifecycle management to ensure your offshore team always works with modern, high-performance tools, preventing disruptions and supporting continuous productivity.

With this comprehensive local IT support, your offshore executive admin team gains the technical stability and confidence required to consistently deliver high-quality, compliant services to your Australian clients.

3.4 Why This Matters

Having robust IT infrastructure is essential not only for operational ease but also for building and maintaining client trust and meeting strict compliance requirements. With FastLaneRecruit's comprehensive technology support, your Malaysia-based offshore team is equipped with secure, reliable tools that enable seamless integration with your Australian office and consistent delivery of top-tier services.

4. Outcome & Results

What We Offer	How It Helps You
Comprehensive executive administrative talent	From entry-level executive admins to senior managers, fully aligned with your Australian company's requirements and culture.
Significant cost savings	Achieve up to 60% reduction in labour costs compared to local Australian hires.
Quick team deployment	Your offshore executive admin team will be recruited, trained, and operational within 30 days.
Full compliance and HR management	No need to establish a local entity — we handle all payroll, taxation, and employment administration in Malaysia.
Tailored infrastructure	Workspaces and IT systems customized to suit your preferred workflows, collaboration style, and technology stack.

5. Bringing It All Together: Your Offshore Team, Fully Supported

At FastLaneRecruit, we recognise that building a high-performing offshore executive admin team in Malaysia goes beyond recruitment. It's about crafting a secure, compliant, and fully integrated extension of your Australian company.

Here's how we deliver results:

Stage 1: Build the Right Team

We source, vet, and onboard executive administrative professionals at every level, ensuring technical proficiency and cultural fit aligned with your company's specific workflows and values.

Stage 2: Set Up a Functional Workspace

From workspace sourcing to set up, we balance cost efficiency with your company's branding and operational requirements, providing your team with a professional environment that fosters productivity and collaboration.

Stage 3: Equip and Enable Your Team

We equip your offshore team with modern IT infrastructure, essential admin and communication software, and provide dedicated local IT support to ensure they are fully integrated with your Australian office's systems and processes.

6. Start with a Complimentary Discovery Call

To explore how these stages can be tailored to support your company's unique goals, we offer a [free discovery call](#). This session lets you share your challenges and discover how our customized offshore solutions create real business value.

We also warmly invite you to visit Malaysia to:

- Meet the FastLaneRecruit team, your committed partner in building and managing your offshore executive admin team.
- Tour potential workspaces, experiencing firsthand the professional settings that will empower your offshore staff.
- Explore our infrastructure and operational workflows, providing reassurance that our standards match those you uphold in Australia.
- See our IT support in action, showcasing how we maintain data security, seamless connectivity, and reliable performance.

[Contact us today](#) to schedule your discovery call and take the first step toward building a smarter, more cost-effective offshore executive admin team for your Australian company with FastLaneRecruit.



Please drop us an email at
enquiry@fastlanerecruit.com



Give us a call on **(+852) 3956 3112**
or **(+603) 2779 4963**



**Book an appointment and swing by
our offices for a chat and coffee.**



Scan our QR code to visit our
website, alternatively visit us on
fastlanerecruit.com



FastLaneRecruit

Room 1405 | 135 Bonham Strand Trade Centre
135 Bonham Strand | Hong Kong

Suite 4 & 5, IOI Mall Damansara
47800 Petaling Jaya | Malaysia

9/F, No. 62 Emei Street, Wanhua District,
Taipei City, Taiwan

FastLaneRecruit

'Building Teams, Powering Growth'

Building Teams, Powering Growth
Talk to one of our recruiters
today.

fastlanerecruit.com
enquiry@fastlanerecruit.com

FastLaneRecruit Building Teams,
Powering Growth