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PR/158401 | Full Spectrum Human Resource Manager (Datacenter)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1536545

Industry
Civil Engineering and Construction

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company and Job Overview
A Japanese datacenter infrastructure construction and maintenance organization seeking a full spectrum HR Manager who will be responsible for managing and executing all HR functions, including industrial relations (IR), compensation and benefits (C&B), employee engagement, and work permit processes. This role will be based in Cyberjaya, Selangor.

Job Responsibilities

- Manage employee relations, ensuring compliance with labor laws and fostering a positive work environment.

- Design and manage competitive compensation and benefits programs.

- Develop and implement employee engagement initiatives to enhance workplace culture.

- Oversee work permit processes and ensure compliance with immigration laws.

- Lead recruitment and onboarding efforts to attract top talent.

- Identify training needs and develop programs for employee growth.

- Develop and update HR policies and ensure compliance with regulations.

- Oversee performance management and support managers in the appraisal process.

- Prepare HR reports and use data to drive HR strategies.

Job Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.

- Minimum of 5 years of HR experience, preferably in the construction industry.

- Strong knowledge of labor laws, compensation and benefits, employee engagement, and work permit processes.

- Excellent communication and interpersonal skills.

- Proven ability to manage multiple priorities and work in a fast-paced environment.

- Strong problem-solving and conflict resolution skills.

- Proficiency in HR software and Microsoft Office Suite.

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Company Description