



PR/158892 | Senior HR Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1536769

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 16:05

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 Overview

A leading Japanese manufacturing company specializing in the production and distribution of engineering plastics. With a plant in Kuantan and a sales office in Kuala Lumpur, we are committed to delivering high-quality products and services to our clients. They are currently seeking a Senior HR Executive at **Kuantan, Pahang** to join their team and contribute to their strategic and operational objectives. The Senior HR Executive will play a crucial role in managing People Planning & Organizational Management, as well as Employee Relations (ER) and Industrial Relations (IR). This position involves assisting and coordinating HRAD in implementing human resources policies and procedures in line with the organization's strategy and operational goals.

Job Responsibilities

People Planning & Organizational Management

- Oversee manpower planning to ensure smooth plant operations and alignment with approved headcount.

- Handle the entire recruitment process, from sourcing and shortlisting to interviewing, selection, job offers, and onboarding.
- Collaborate with Hiring Managers on workforce planning and hiring needs.
- Work both independently and with recruitment agencies, government bodies, and universities to attract top talent.
- Participate in recruitment fairs and initiatives to secure qualified candidates.

Industrial Relation (IR) & Employee Relation (ER)

- Foster positive relationships between employees and management to maintain a harmonious industrial relations environment.
- Oversee Industrial Relations activities and provide management with best practice advice on labor laws, company policies, and HR practices.
- Participate in and coordinate collective bargaining agreements.
- Address complaints, grievances, and disciplinary issues, including conducting investigations, preparing disciplinary letters, and conducting domestic inquiries.
- Perform additional responsibilities as assigned by superiors.

Job Requirements

- Bachelor's Degree in Human Resource Management, Business Administration, or a related field.
- At least 5 years of experience in general HR, HR Generalist, HR Business Partner, and Talent Acquisition/People Management & Organizational Planning within a manufacturing environment.
- Strong knowledge of Labor/Employment/Industrial Relations Law and HR best practices.
- Experience in Industrial Relations (IR) and Employee Relations (ER); additional certifications in Industrial Relations or Employment Law are a plus.
- Ability to handle confidential information with discretion and integrity.
- Excellent business writing and planning skills, with a proactive attitude and sense of urgency.
- Exceptional communication and interpersonal skills, with the ability to collaborate effectively across teams and departments.

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Company Description