



PR/158091 | HR Manager - International School

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1539170

Industry

Education

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 13th, 2025 10:29

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

An established international school in Penang is looking for a Human Resource Manager to manage full spectrum of HR functions including Recruitment & Selection, Compensation & Benefits, Performance Manager, Employee Relations as well as Office Administrative duties.

Job Responsibilities

- To handle the hiring cycle from job posting, interview to salary calibration and offering
- Provide advice on performance management, salary structure and employee welfare as and when needed
- To organize training and activities to promote employee relations and to increase morale and productivity
- Review HR policies and recommend improvements on a need basis
- To investigate and handle all allegations of staff misconduct and to administer appropriate disciplinary actions when required

Job Requirements

- Bachelor's Degree in Human Resources Management, Business Administration or relevant field
- Minimum 5 years of experience in HR Management involving in full spectrum HR functions
- Strong knowledge in employment law and regulations
- Proficient in English and Bahasa Malaysia
- Experience in education institute is an added advantage

Company Description