



PR/159044 | Senior HR & Admin Executive

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1541091

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:41

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 leading company in Polymer Material industry in Simpang Ampat is seeking for Senior HR & Admin Executive to oversee a wide range of HR functions to ensure smooth operations within the organization. The ideal candidate should have at least 5 years of experience in HR operations, preferably within the manufacturing industry.

Responsibilities

- Delegate HR-related tasks and set objectives for team members, track employee growth, and monitor daily performance.
- Oversee compliance audits and manage performance appraisals based on annually tracked data as per company regulations.
- Develop and implement company policies and procedures to promote a healthy and productive work environment.
- Determine HR metrics such as turnover rates and cost-per-hire, review departmental budgets, and maintain employee records.
- Lead and coordinate onboarding for new hires, process probationary feedback, and manage employee evaluations and terminations.

- Coordinate staff training programs and facilities, acting as the liaison officer with HRDF.
- Maintain HR procedures that comply with labor laws and regulations.
- Record and maintain employee attendance.
- Assist in the smooth execution of Employee Engagement & Employee Benefits.
- Handle administration activities.
- Process payroll.
- Support foreign worker management.
- Manage work passes including application, renewal, cancellation, appeal, expiration, follow-up with medical check-ups, and updating personal particulars to government agencies.
- Provide support and advice to Department Heads for speedy resolution of grievances or disciplinary issues.
- Implement effective sourcing, screening, and interviewing techniques.
- Manage employee grievances.
- Measure employee retention and turnover rates.
- Oversee daily operations of the HR department.
- Ensure RBA and Supplier Code of Conduct requirements are met.

Requirements

- Bachelor's degree in human resources, Business Administration, or any related field with 5 years of experience in HR
- Able to design and implement company policies
- Good knowledge of best HR practices and labor laws
- Excellent communication skills
- Experience in HR Operations in Manufacturing industry
- Experience with full-spectrum recruitment activities
- Fluent in Mandarin language, to deal with stakeholders in China

Company Description