



PR/159061 | HR ADMIN MANAGER

Job Information

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

1542383

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 10th, 2025 03:00

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

Our client is an established plastic injection manufacturer in Johor Bahru.

Job Responsibilities

Overall in-charge of HR and Admin Department with overall headcount of around 250 members.

Handle full spectrums of HR including payroll, Employee Relations, Performance Appraisal, HR strategies, learning and development, external audits and so on.

Job Requirements

Degree/Diploma in Human Resources, Business Studies or its equivalent.

5-10 years experience in HR with experience in manufacturing is a MUST.

Interested applicants are welcome to apply online or contact us for more information.

Company Description