



JAC Recruitment

We are recruitment specialists around the globe

Malaysia



PR/159255 | Associate, Human Resource

## Job Information

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

1548218

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:37

## 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

An established insurance brokerage company is seeking a proactive and detail-oriented Human Resource Associate to support its HR operations. This role is ideal for individuals who are passionate about people, processes, and creating a positive employee experience. As part of the HR team, you will play a key role in managing day-to-day HR functions, from recruitment and onboarding to payroll and employee engagement.

### KEY RESPONSIBILITIES

- Collaborate with HR team members to execute end-to-end HR operational processes in line with company procedures.
- Support recruitment activities including posting job ads, scheduling interviews, and conducting reference checks.
- Manage onboarding and offboarding processes to ensure a smooth experience for employees.
- Maintain and update employee records accurately in the HR system.

- Prepare HR-related documents such as employment certificates, confirmation letters, and reports.
- Handle payroll preparation and annual tax filings in compliance with statutory regulations.
- Respond to general HR-related inquiries from employees.
- Perform other HR duties and responsibilities as assigned

#### KEY REQUIREMENTS

- Diploma or Degree in any discipline; a qualification in Human Resource Management is an added advantage
- 1–2 years of relevant experience in HR operations or administration
- Strong communication and interpersonal skills
- Detail-oriented with a high level of accuracy
- Excellent organizational and time management abilities
- Self-driven and capable of working independently, managing priorities, and meeting deadlines

#LI-JACMY

#StateKL

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

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