



PR/159044 | Senior HR & Admin Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1548384

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:39

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 Foreign Worker & Expatriate Management and Learning & Development. The ideal candidate should have at least 5 years of experience in HR operations, preferably within the manufacturing industry.

Job Responsibilities

- Responsible in the foreign worker/ expatriate management and training & development
- Manage end-to-end processes for foreign worker recruitment, including permit applications, renewals, and repatriation
- Handle expatriate employment pass applications, renewals, and related immigration matters
- Maintain accurate records of foreign workers and expatriates, including contracts, permits, and personal files.

- Identify training and development needs through job analysis, performance appraisals, and regular consultation with department heads.
- Coordinate and manage training, workshops and townhalls
- Handle HRDF by ensuring accurate and timely application in accordance with approved training

Job Requirements

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

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>

Company Description