



## PR/159061 | HR ADMIN MANAGER

### Job Information

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

1548400

**Industry**

Other (Manufacturing)

**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 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.

**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.

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