



PR/158091 | HR Manager - International School

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1551936

Industry

Education

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 05:00

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 & Job Overview

An established international school in Penang is looking for a Human Resource Manager to manage full spectrum of HR functions including Recruitment & Selection, Compensation & Benefits, Performance Manager, Employee Relations as well as Office Administrative duties.

Job Responsibilities

- To handle the hiring cycle from job posting, interview to salary calibration and offering
- Provide advice on performance management, salary structure and employee welfare as and when needed
- To organize training and activities to promote employee relations and to increase morale and productivity
- Review HR policies and recommend improvements on a need basis

- To investigate and handle all allegations of staff misconduct and to administer appropriate disciplinary actions when required

Job Requirements

- Bachelor's Degree in Human Resources Management, Business Administration or relevant field
- Minimum 5 years of experience in HR Management involving in full spectrum HR functions
- Strong knowledge in employment law and regulations
- Proficient in English and Bahasa Malaysia
- Experience in education institute is an added advantage

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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Company Description