



PR/159304 | HR & Admin Executive

Job Information

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

1551947

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 15th, 2025 10:20

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

A rapidly growing Semiconductor industry company in Penang Island is seeking for HR & Admin Executive to help the business to provides comprehensive support across human resource functions and office administration. The ideal candidate will be responsible for HR functions including payroll, recruitment, employee records, training coordination, HR transformation initiatives, staff welfare, and facility management to ensure smooth and efficient organizational operations. This role requires at least 3-5 years of experience in HR and administrative roles, with a focus on payroll and employee relations and office admin.

Job Description

- Provide support in the full spectrum of human resource functions and office administration.
- Actively support HR transformation and process improvement projects.
- Manage accurate monthly payroll processing and administer expenses claims.

- Coordinate overall recruitment process to meet manpower requirement of the company.
- Administer employee records and ensure proper documentation of HR-related processes, such as employment contracts, leave management, and performance evaluations
- Manage employee P-file and system data maintenance accurately.
- Assess training needs and coordinate training programs for the employees.
- Support company events and staff welfare.
- Oversee and manage the company's administrative functions, including office facilities and maintenance.

Job Requirements

- Bachelor's degree in human resource management or equivalent.
- At least 3-5 years of experience in HR and administrative roles, with a focus on payroll and employee relations and office admin. Cross-country HR exposure is an added advantage.
- Good knowledge of the Malaysian Employment Act and labor laws.
- High level of professionalism, confidentiality, and integrity.
- Excellent organizational and multi-tasking skills.
- Meticulous and strong attention to details.
- People oriented, good communication and interpersonal skills.
- Good team player, self-driven with initiative to work independently.

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