



PR/159384 | HR ADMIN ASST MANAGER / MANAGER

Job Information

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

1553819

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 15:00

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 Overview

This role offers an exciting opportunity to lead and shape HR initiatives in a dynamic environment, supporting organizational growth and employee development.

Job Description

- Working location: Pasir Gudang, Johor
- Manage comprehensive HR functions including recruitment, onboarding, employee engagement, performance management, and exit formalities.
- Develop and implement HR policies and procedures aligned with organizational goals.
Address employee grievances and provide effective resolutions.

- Ensure adherence to labor laws and regulatory requirements.
- Conduct training sessions to enhance employee understanding of HR-related topics.

Job Requirements

- MBA/Degree in Human Resources or equivalent.
- 5–8 years of experience in HR roles.
- Strong understanding of HR practices and principles.
- Excellent communication and interpersonal skills.
- Ability to multitask and perform under pressure.
- Proficiency in MS Office applications.

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