



PR/159401 | HR Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1553826

Industry

Other (Manufacturing)

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 & Job Overview

A newly start-up manufacturing company in Kamunting, Perak is seeking an experienced and dynamic HR Manager to lead and oversee all aspects of Human Resources in our organization. This role is responsible for driving HR strategies, managing recruitment, employee relations, performance management, training and development, compensation, and ensuring compliance with labor laws and company policies. The ideal candidate is a proactive leader with strong interpersonal skills and a solid understanding of HR best practices and employment regulations.

Job Description

- Establish and implement annual objectives for HR.
- Develop, revise and maintain HR policies, procedures, and employee handbooks. Ensure compliance with legal requirements and best practice.

- Lead the recruitment and selection process collaborating with hiring managers, maintain effective relationships with recruitment agencies.
- Develop and deliver training programs to enhance employee skills and knowledge.
- Administer and review the C&B programs, ensure compliance with applicable employment laws and regulations.
- Promote positive employee relations, recommend and implement employee engagement initiatives to foster a positive work environment.
- Other tasks are deployed by supervisors.

Job Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 10 years of experience in HR, with a focus on recruitment, C&B and performance.
- Experience in Manufacturing industry is highly preferred.
- Excellent communication and interpersonal abilities, with the ability to build strong relationship with employees and managers.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Analytical skills to interpret data.
- Fluent in Mandarin

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>

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Company Description