



マレーシアの求人なら
JAC Recruitment Malaysia

PR/159481 | HR AND ADMIN MANAGER

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1556264

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 26th, 2025 10:21

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: Senai Airport City, 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

- Degree/Diploma 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.

#LI-JACMY

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Company Description