



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159255 | Human Resource Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1560800

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 11:28

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### COMPANY OVERVIEW

An established insurance brokerage company is seeking a proactive and detail-oriented Human Resource Associate to support its HR operations. This role is ideal for individuals who are passionate about people, processes, and creating a positive employee experience. As part of the HR team, you will play a key role in managing day-to-day HR functions, from recruitment and onboarding to payroll and employee engagement.

#### KEY RESPONSIBILITIES

- Collaborate closely with fellow HR team members to ensure the effective execution of end-to-end HR operational processes and transactions in accordance with established procedures.
- Support recruitment activities, including posting job advertisements, scheduling interviews, and conducting reference checks.
- Oversee and coordinate onboarding and offboarding processes to ensure a seamless experience for employees.
- Maintain and update employee records in the HR system for both new hires and existing staff.
- Prepare various HR-related documents and reports, such as employment certificates and confirmation letters.
- Handle payroll processing and annual tax filings in compliance with statutory regulations.
- Respond to general HR-related inquiries from employees in a timely and professional manner.

- Perform any other duties or responsibilities as assigned by management.

#### KEY REQUIREMENTS

- Diploma or Degree in any discipline; a qualification in Human Resource Management is an added advantage
- 1–2 years of relevant experience in HR operations or administration
- Strong communication and interpersonal skills
- Detail-oriented with a high level of accuracy
- Excellent organizational and time management abilities
- Self-driven and capable of working independently, managing priorities, and meeting deadlines

#LI-JACMY

#StateKL

**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>

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Company Description