



JAC Recruitment

マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159624 | Senior HR Executive

## Job Information

## Recruiter

[JAC Recruitment Malaysia](#)

## Job ID

1560812

## Industry

Retail

## 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 company located in Shah Alam is currently seeking a Senior HR Executive to support its growing operations. This role focuses on managing core HR functions, including recruitment, onboarding, payroll, and employee relations, with a particular emphasis on supporting Japanese expatriate staff. The ideal candidate will ensure smooth HR operations, compliance with local regulations, and contribute to a positive and efficient workplace environment.

## JOB RESPONSIBILITIES

- Manage end-to-end HR processes including recruitment, onboarding, retention, termination, compensation & benefits, and employee relations.
- Handle employment contracts and expatriate arrangements.
- Process monthly payroll for both local and expatriate employees.
- Coordinate staff training and development programs, including course applications.
- Administer work pass applications (new, renewal, appeals) and ensure accurate updates with relevant government

agencies.

- Support annual reviews of HR policies, benefits, and employee handbook based on market data and corporate needs.
- Educate employees on company policies, work rules, and performance evaluation systems.
- Prepare internal HR reports.
- Maintain strict confidentiality and ensure accurate data management of employee records.
- Implement and improve HR processes to enhance operational efficiency and employee experience.
- Manage contract renewals (e.g., insurance).
- Support vendor invoice tracking and filing.
- Coordinate office maintenance and liaise with building management.
- Handle daily administrative tasks and incoming mail.
- Prepare GA reports for management and HQ.

#### **JOB REQUIREMENTS:**

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum 3–5 years of experience in HR and general affairs, preferably in a multinational or Japanese company.
- Experience in expatriate management and payroll processing.
- Strong understanding of Malaysian labor laws and immigration procedures.
- Excellent organizational, communication, and problem-solving skills.
- Proficiency in English; Japanese language skills are an advantage.
- High attention to detail and ability to handle confidential information with integrity.

#LI-JACMY

#StateSelangor

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#### Company Description