



## PR/159724 | HR Manager

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1563167

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 9th, 2025 01:00

### 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

A global logistics service provider focusing on freight management, operates through 12 offices in Asia (Singapore, Hong Kong, China, Japan, Taiwan, Malaysia, Thailand, India), 5 offices in Europe, 3 offices in Middle East and 1 in US. Our client is looking for an HR Manager to join their team in Klang, Selangor.

#### JOB RESPONSIBILITIES:

- Responsible for the recruitment process and selection.
- Contributing to the design and execution of training programs in enhancing employee skillsets and boosting performance levels.
- Handling employee relations issues including but not limited to grievances, conflicts and disciplinary issues.
- Ensuring organization adheres to all relevant employment laws and regulations such as labour laws, immigration regulations and health and safety guidelines.
- Responsible in execution of the HR policies and procedures.
- Encouraging a workplace culture that embraces diversity, equity and inclusivity
- Supporting senior management in formulating and implementing HR strategies that are consistent with the organization's goals and objectives.

## JOB REQUIREMENTS:

- Degree or Diploma in Human Resource or any other related field with minimum 8 years of working experience in handling full spectrum of HR.
- Excellent interpersonal leadership, problem solving, communication and conflict resolution.
- Ability to be resilient and work effectively in a fast-paced and changing environment.

#LI-JACMY

##stateSelangor

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