



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

February 3rd, 2026 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.

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##stateSelangor

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Company Description