


マレーシアの求人なら
JAC Recruitment Malaysia

PR/159767 | HR Manager

Job Information

Recruiter JAC Recruitment Malaysia
Job ID 1564939
Industry Education
Job Type Permanent Full-time
Location Malaysia
Salary Negotiable, based on experience
Refreshed November 11th, 2025 10:50

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

Our client is an established education institution with campus in Iskandar Puteri, Johor Bahru.

Key Responsibilities

- Oversee all HR functions: recruitment, onboarding, employee relations, performance management, and payroll.
- Develop and implement HR policies and best practices aligned with our vision and values.
- Manage compensation and benefits programs to ensure fairness and competitiveness.
- Partner with leadership to provide strategic HR support and workforce planning.
- Analyze HR metrics to identify trends and recommend improvements.
- Ensure compliance with Malaysian labour laws and employment regulations.
- Foster a positive, inclusive, and engaging workplace culture.
- Act as the primary contact for employee queries and conflict resolution.

- Build strong relationships with stakeholders across the organization.

Job Requirements

- Bachelor's degree in HR Management, Business Administration, Industrial Relations, Psychology, or related field.
- Minimum 5 years of progressive HR experience.
- Strong knowledge of Malaysian labour laws and compliance standards.
- Hands-on approach to resolving HR issues independently.
- Excellent leadership, interpersonal, and communication skills.
- Proficient in Microsoft Office and HR management systems.
- Professional certifications (PHR, SPHR, MIHRM) are an advantage.

#LI-JACMY

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