



PR/159784 | JAPANESE SPEAKING HR

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1564946

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 6th, 2026 04:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

Join a dynamic pharmaceutical start-up committed to innovation and excellence in healthcare manufacturing. We are building a strong foundation for growth and seeking talented individuals to be part of our pioneering team.

Job Responsibilities

- Handle HR operations, including recruitment, onboarding, payroll, and employee relations.
- Manage administrative tasks such as office coordination, documentation, and compliance.
- Act as a liaison for Japanese-speaking stakeholders, ensuring smooth communication and cultural alignment.
- Support policy development and implementation for HR and administrative processes.
- Assist in training programs, performance management, and employee engagement initiatives.
- Ensure compliance with labor laws and company regulations.

- Collaborate with management to drive organizational efficiency and growth.

Job Requirements

- Degree/diploma in Human Resources, Business Administration, or related field.
- 5+ years of experience in HR and administration, preferably in manufacturing.
- Strong knowledge of Malaysian labor laws & HR best practices.
- Excellent organizational, communication, and problem-solving skills.
- Japanese language proficiency is an added advantage.
- Ability to work independently in a fast-paced start-up environment.

#LI-JACMY

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Company Description