



JAC Recruitment

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JAC Recruitment Malaysia

## PR/159786 | HR Admin Analyst (L&amp;D)

## Job Information

## Recruiter

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## Job ID

1564947

## Industry

Railway, Airline, Other Transport

## Job Type

Permanent Full-time

## Location

Malaysia

## Salary

Negotiable, based on experience

## Refreshed

December 9th, 2025 05:00

## 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

An Aviation industry is looking for HR & Admin Analyst role at Negeri Sembilan. The HR & Admin Analyst will be the key driver of Learning & Development (L&D) initiatives and HR analytics, while also supporting employee relations, HR operations, and office administration. This role requires a strong analytical mindset, attention to detail, and the ability to manage multiple HR functions efficiently. This position is ideal for professionals who thrive in a structured, data-centric HR environment and are passionate about continuous improvement and organizational development.

## JOB RESPONSIBILITIES

## Learning &amp; Development &amp; Analytics (Primary Focus)

- Act as the central coordinator for all L&D activities and training data management.
- Maintain accurate training logs and analyze employee training records.
- Monitor training budgets, HRDC Fund utilization, and generate monthly variance reports.

- Assess training cost efficiency (e.g., cost per head, utilization rates) and propose improvements.
- Develop and manage the Annual Training Plan and Calendar based on TNA and business goals.
- Ensure timely execution of mandatory and regulatory training; flag risks via data insights.
- Track training achievement rates across key domains (Leadership, Risk, WB, GB, CIPM).
- Implement feedback systems to measure training effectiveness and knowledge retention.
- Lead onboarding and induction programs; analyze feedback for continuous improvement.
- Manage training facilities and equipment, monitor usage and efficiency.
- Prepare training reports with actionable insights and maintain data accuracy in SELIA L&D platform.

#### Employee Relations

- Coordinate placement and support for expats, interns, VIEs, and graduates (visa, tax, lodging).
- Oversee outsourced workforce contracts and ensure compliance.
- Analyze feedback and cost trends for interns, expats, and outsourced staff.

#### HR & Office Administration

- Maintain accurate personnel records for all workforce categories.
- Support HR documentation and digitization initiatives.
- Manage office supplies, vendor coordination, and logistics with cost tracking.
- Generate internal dashboards on admin metrics (expenses, SLAs, space utilization).

#### General HR Support & Projects

- Review and enhance HR policies based on compliance and employee feedback.
- Contribute to HR projects such as process digitization and lifecycle analytics.
- Organize employee engagement activities and analyze post-event feedback.
- Comply with Safety, Health, Environmental, Energy, and Ethics policies.
- Perform other HR-related duties as assigned

#### JOB REQUIREMENTS

- Bachelor's Degree in HR, Business, Data Analytics, or related field.
- Minimum 3 years of experience in HR, L&D, or HR operations with exposure to analytics.
- Strong data skills; proficient in Excel and familiar with tools like Power BI.
- Experience with HRDC claims, training cost tracking, and compliance reporting is a plus.
- Familiarity with HRIS/LMS systems (e.g., SAP, Workday, SELIA L&D) preferred.
- Good understanding of Malaysian labor laws and HR lifecycle processes.
- Strong analytical thinking, attention to detail, and communication skills.
- Able to manage multiple tasks independently and maintain confidentiality.

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