



PR/159812 | Senior HR Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1565998

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 24th, 2026 03:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A leading banking institution in Kuala Lumpur is seeking an experienced **HR Generalist** to join its team. This role is ideal for a professional passionate about strategic HR, employee engagement, and organizational development. The position involves managing core HR functions such as staff training, payroll, compliance, recruitment, and reporting, while driving process improvements and supporting special projects. The successful candidate will play a key role in fostering a positive work culture and ensuring alignment with regulatory standards in a dynamic and fast-paced environment.

JOB RESPONSIBILITIES

- Oversee staff training programs, scheduling, and documentation.
- Ensure HR policies are maintained and fully compliant with Malaysian labor laws.
- Assist in payroll processing for both local and expatriate employees, ensuring accuracy in statutory contributions.

- Support recruitment activities and align hiring processes with the bank's requirements.
- Prepare HR reports for regulatory authorities.
- Drive improvements in HR processes and contribute to special projects.
- Perform additional duties as assigned by the supervisor or manager.

JOB REQUIREMENTS

- Bachelor's degree in HR, Business, or a related field.
- Minimum of 6 years of HR generalist experience.
- Preferably experienced in banking or financial services.
- Strong knowledge of Learning & Development administration, payroll, taxation, and employment laws.
- Excellent communication skills, high attention to detail, and ability to manage multiple deadlines effectively.
- Familiarity with Japanese work culture is an added advantage.

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Company Description