



## PR/159939 | Senior HR & Admin Executive

### Job Information

**Recruiter**

[JAC Recruitment Malaysia](#)

**Job ID**

1569647

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 3rd, 2026 07:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**KEY RESPONSIBILITIES:**

- Manage the complete HR lifecycle, including Payroll and Recruitment
- Maintain strict confidentiality and handle sensitive employee data
- Oversee Onboarding and Offboarding processes
- Ensure smooth HR daily operations
- Coordinate renewal of GPA, GHS, and Life Insurance, and arrange health screenings
- Administer Training & Development programs (HRD Corp – apply for Grant, Levy & Claim)
- Foster Employee Relations & Engagement, collaborating with senior management to resolve issues pragmatically

- Ensure compliance with Labor Laws, government statutory requirements, audits, and company policies
- Manage expatriate matters, including Permanent Resident (PR) and Employment Pass renewal/application
- Handle expatriate-related government statutory requirements
- Prepare and issue internal memos, gazetted public holidays, and other official communications
- Oversee general office administration, facilities, and supplies
- Perform ad hoc tasks as assigned

KEY REQUIREMENTS:

- Degree in Human Resources or Business Administration or related field.
- Min. 5 to 7 years of experience in office administrator and HR management
- Must familiar with local country specific laws and regulations.
- Proven responsibility ability to multitask.
- Mature and Independent

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Company Description