



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