



PR/159297 | HR Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1570769

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 09:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

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 data center solutions provider in Malaysia, known for its advanced infrastructure and engineering expertise. They are hiring a HR Personnel in Petaling Jaya, ideal for an experienced professional passionate about strategic HR, employee engagement, and organizational growth in a fast-paced tech environment.

JOB RESPONSIBILITIES

- Recruitment: Plan and manage hiring processes, collaborate with managers, and engage external recruiters when needed.
- Employee Engagement: Drive initiatives to improve workplace culture, conduct surveys, and develop retention strategies.
- Performance Management: Implement appraisal systems, support managers, and monitor employee performance.

- Learning & Development: Identify skill gaps and coordinate training programs.
- Employee Relations & Compliance: Handle grievances, ensure legal compliance, and maintain records.
- Compensation & Benefits: Assist in designing competitive packages and manage benefits programs.
- HR Administration: Maintain data confidentiality and support payroll and admin tasks.
- Strategic HR: Align HR strategy with business goals, support change management, and track HR KPIs.

JOB REQUIREMENTS

- Bachelor's degree in HR, Business, or related field.
- 5+ years HR experience in IT or engineering.
- Strong knowledge of HR functions and labor laws.
- Excellent communication, problem-solving, and organizational skills.
- Proficient in HR systems and MS Office.
- Detail-oriented, adaptable, and team-focused.
- High professionalism and strong work ethic.

#LI-JACMY

#StateSelangor

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Company Description