



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**

April 21st, 2026 11:01

## 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