



## PR/159954 | MANAGER - HR

### Job Information

**Recruiter**

[JAC Recruitment Malaysia](#)

**Job ID**

1570774

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

January 13th, 2026 09:01

### 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

**KEY RESPONSIBILITIES**

- Oversee the complete range of HR functions, including:

- Recruitment & Selection

- Manpower Planning

- Compensation & Benefits

- Payroll Administration

- Training & Development

- Employee & Industrial Relations

- Develop and implement HR policies, procedures, manuals, and guidelines.
- Maintain HR information systems for accurate record-keeping and timely reporting.
- Coordinate performance management processes, including annual, confirmation, and special appraisal exercises; compile and analyze performance data.
- Manage compensation and benefits matters such as increments, bonuses, and welfare programs.
- Conduct salary benchmarking and provide recommendations to ensure internal equity and external competitiveness.
- Prepare and compile HR statistical reports, including annual increment listings and ad-hoc reports.
- Handle immigration matters for expatriate employees, including visa applications, work permit renewals, and compliance with legal and regulatory requirements.
- Ensure strict compliance with Bank Negara Malaysia regulations, ICBC Head Office policies, and other regulatory requirements.
- Monitor and manage compliance risks in day-to-day HR operations.
- Perform ad-hoc tasks as assigned by the Head of Department or Senior Management. track HR KPIs.

## **JOB REQUIREMENTS**

- Bachelor's degree in HR, Business, or related field.
- Minimum 5–8 years of board HR experience covering multiple functions.
- Strong knowledge of HR administration, recruitment, payroll, taxation, performance management, industrial relations and employment law.
- Experience in handling expatriate permit will have added advantage.
- Meticulous, responsible, with strong numerical sense and confidentiality awareness.
- Good communication and coordination skills, able to liaise effectively with internal departments and external agencies.
- Proficient in Microsoft Office applications and HR systems (e.g., payroll or HRIS software).
- Exposure in banking industry/ financial institution is an added advantage

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## Company Description