



PR/160020 | HR Manager (Greenfield)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1572792

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 06:00

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

A newly setup company in Seberang Perai Utara, Penang is looking for HR Manager to be part of the pioneering team.

Job Responsibilities

- Develop HR policies aligned with local laws and practices
- Plan efficient recruitment strategy to attract talent and workforce for company growth
- Design and implement orientation training and onboarding program for all employees
- Manage payroll and employee benefits, and oversee applications for PVP and EP

- Strengthen internal communication and implement initiatives to enhance employee engagement and retention

Job Requirement

- Minimum bachelor degree in Human Resources, Organization Management or equivalent
- Working knowledge of labour law, employment practices and immigration regulations
- At least 8 years of working experience as HR Generalist in manufacturing environment
- Proficiency in English, Malay and Mandarin is required to ease communication with counterpart in China

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description