



PR/160034 | HR Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1572800

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 11:01

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

COMPANY OVERVIEW

A Malaysia's leading F&B distributor began in 1970s through strong market insight and long-standing partnerships. The company aims to be a trusted regional distributor, focusing on operational excellence, customer management, and purposeful sustainability. Its mission is to enrich consumers' lives every day, guided by core values such as integrity, innovation, inclusivity, and winning together.

KEY RESPONSIBILITIES

- Lead HR strategy across four key pillars: Win with Customer, Win with Consumers, Operational Excellence & People Excellence
- Drive human capital initiatives using the full PDCA cycle
- Build a long-term Human Capital roadmap and strengthen employer branding
- Improve HR processes, SOPs, culture, and operational efficiency
- Oversee full-spectrum HR: recruitment, C&B, performance, ER/IR, payroll & compliance
- Deliver recruitment & retention KPIs within budget
- Lead performance management cycles and HR reporting (incl. ESG)
- Manage employee relations, conflict resolution, and disciplinary matters
- Prepare annual HR budget & KPIs; secure management approval

- Lead, coach & develop a high-performing HR team

JOB REQUIREMENTS

- 7–10 years of HR experience, including at least 3 years in a managerial/people-leadership role; hands-on experience in Recruitment & Retention, L&D, and Employee Engagement.
- Bachelor's Degree in Human Resource, Business Administration, or related field.
- Fluency in English, Malay, Mandarin, and major dialects.
- Strong proficiency in payroll systems, statutory contributions, claims, and income tax deductions.
- Solid understanding of the Employment Act 1955, Industrial Relations, and related HR legislation.
- Strong Talent Management & Development capability.
- Strong analytical skills, problem-solving abilities, and a high level of work ethics.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to collaborate effectively across teams.
- Based at the Puchong Commercial Office, with monthly travel to Kuantan HQ.

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Company Description