



## PR/160023 | Payroll & Human Resources Information System Senior Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1575472

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 3rd, 2026 11:46

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Our client is a self-conclusive manufacturing company that has their own R&D Centers, producing Room Air-Conditioners, Big RAC components, Air-to-Water Heat Pumps and Compressors for worldwide exports.

#### Job Responsibilities:

- Manage full spectrum of payroll processing activities including computing wages and end-to end payroll execution (weekly/ bi-weekly/ monthly), ensuring accuracy, timely payout, and compliance.
- Review, analyze and verify payroll reports and documents for accuracy.
- Prepare HR documents such as HR Form and EA Form, ensuring all information is correct before distribution.
- Compile and provide required data to Internal and External parties such as Government body, Auditor etc.

- Ensure all services comply with established processes, company policies, audit controls, statutory requirements and legislative standards.
- Responsible for Internal and External Authorities, Statutory Compliance- Monthly, Yearly Submission, according to changes of Government body public ruling on timely manner to reflect in system setting, testing and execution.
- Lead and coordinate with HR, information services, external vendors, and other stakeholders on HRIS e and sfor enhancement and system implementation.
- Partnering with internal teams such as Human Resource, Finance, Tax, IT, Accounting, Legal and SAP consultants to ensure effective processes are in place

Job Requirement:

- Bachelor's degree in relevant field.
- Excellent oral and written skills in English.
- Possess at least 6 years of working experience in handling Malaysia manufacturing environment payroll is a plus.
- Proficient knowledge of Microsoft Office application, Excel, and PowerBI
- Experienced in SAP SF HCM (EC-P Payroll) and SAP SF EC Employment Centre modules are encouraged to apply.
- Able to multitask and work in fast-paced environment is a plus

**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