



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

March 3rd, 2026 10:01

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 sf for 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

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Company Description