



PR/160065 | General Affairs Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1575474

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 07:00

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 one of the leading automotive components manufacturers and supplier in Malaysia for domestic and export markets. They also manufacture and export non-automotive parts for industrial equipment.

Job summary:

Oversee and continuously enhance GA operations across the company. Ensure the delivery of well-organized, safe, and supportive workplace environment that promote employee welfare throughout the organization. Uphold full compliance with government regulations, internal policies, and safety, health, and environmental standards while ensuring all services are executed efficiently and effectively.

Job responsibilities:

- Oversee and lead all General Affairs services functions, ensuring all activities and operations comply with approved

manuals, company policies, contractual obligations, sound engineering and management principles as well as the industry best practices.

- Plan, manage, and monitor departmental budgets, investments, manpower allocation, and accounting records to maintain cost-effectiveness and transparency.
- Conduct regular departmental meetings, internal audits, and inspections to assess compliance, evaluate team performance, and implement corrective actions with follow-up reviews.
- Lead the planning and execution of major company events such as Annual Dinner, to strengthen employee engagement and corporate culture.
- Design and implement preventive measures and training programs related to workplace rules, safety, environmental sustainability, and regulatory compliance.
- Oversee the management and maintenance of plant surroundings and coordinate site visits to ensure operational readiness and a safe working environment.
- Advise management on legal and regulatory matters, ensuring adherence to all relevant authorities.
- Collaborate with leadership to develop and maintain an Emergency Action Plan, act as the primary contact for incident reporting, investigation, and case management.
- Coordinate schedules, activity tracking, reporting, and documentation submissions; provide timely updates on project status and departmental initiatives to senior management.
- Actively participate in cross-functional meetings and maintain a visible presence across operational sites to support team engagement and issue resolution.

Job requirements:

- Bachelor's Degree in Business Administration / Facilities and Industrial Management are welcome to apply.
- Possesses ten (10) years working experience in administration with at least five (5) years as team lead in automotive manufacturing industry is an added advantage.
- Possesses strong knowledge of Government Legal Compliance with a solid understanding of federal and local regulatory frameworks, including labor laws, environmental regulations, licensing requirements, and corporate governance standards.
- Excellent proficiencies in M365 Office applications.
- Excellent communication and creativity.
- Excellent analytical and problem-solving abilities.

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Company Description