



PR/160146 | Talent Acquisition

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1577578

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 10:22

General Requirements

Minimum Experience Level

Over 3 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

We are seeking a proactive and dynamic Talent Acquisition Specialist to join our growing team. The ideal candidate will be responsible for managing end-to-end recruitment processes, partnering closely with hiring managers, and ensuring a positive candidate experience. Fluency in Korean is an added advantage, particularly for engaging stakeholders and candidates across Korea-based operations or projects.

Key Responsibilities

- End-to-End Recruitment
 - Manage the full recruitment lifecycle, including sourcing, screening, interviewing, and onboarding.
 - Develop and maintain strong talent pipelines for critical and recurring roles.
 - Utilize job boards, social media platforms, referrals, and networking strategies to attract high-caliber talent.
- Stakeholder Management
 - Work collaboratively with hiring managers to understand hiring needs and create effective recruitment strategies.
 - Provide consultation and market insights for talent availability, compensation trends, and hiring challenges.
 - Ensure timely communication and alignment with internal stakeholders throughout the recruitment cycle.

- Candidate Experience
 - Deliver an exceptional candidate journey from first contact to onboarding.
 - Maintain consistent communication and provide constructive feedback when appropriate.
- Employer Branding
 - Contribute to employer brand initiatives through recruitment marketing, promotional content, and event participation.
 - Represent the organization professionally during career fairs, campus engagements, and industry events.
- Recruitment Operations
 - Maintain accurate recruitment data and reports using ATS or HR systems.
 - Ensure compliance with hiring policies, data privacy regulations, and best HR practices.
 - Continuously improve recruitment processes for speed, quality, and efficiency.

Key Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum 2–5 years of experience in talent acquisition or recruitment.
- Strong sourcing skills using LinkedIn Recruiter, job portals, Boolean search, and talent mapping.
- Excellent communication and interpersonal skills.
- Ability to manage multiple requisitions and meet deadlines in a fast-paced environment.
- Fluency in Korean is an added value, especially for interacting with Korean-speaking stakeholders or candidates.
- Familiarity with HR systems and Applicant Tracking Systems (ATS) is preferred.

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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

Company Description