



PR/160111 | (Confidential) HR MANAGER

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1578037

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 13th, 2026 04:00

General Requirements

Minimum Experience Level

Over 10 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

Company Overview

Our client is seeking an experienced and dynamic HR Manager to lead the Human Resources function at their manufacturing facility. This role is crucial in ensuring a compliant, ethical, and productive workforce environment, with a major focus on RBA standards, labor compliance, and foreign worker operations.

Key Responsibilities

- Lead the full spectrum of HR operations for the manufacturing site.
- Ensure full compliance with RBA standards, conduct internal audits, and manage corrective actions.
- Oversee all foreign worker operations, including recruitment, permits, FOMEMA, hostels, transportation, and welfare.
- Manage manpower planning, recruitment, and onboarding for local and foreign employees.

- Handle employee relations, disciplinary cases, investigations, and compliance with labor laws.
- Oversee payroll accuracy, attendance, overtime, and statutory contributions.
- Maintain HR policies, SOPs, and compliance documentation.
- Support training programs related to RBA, ethics, safety, and workforce development.
- Liaise with government agencies, auditors, and external partners.

Job Requirements

- At least 7–10 years of HR experience, with minimum 3 years at managerial level.
- Strong working knowledge of RBA standards, social compliance, and audit processes.
- Proven experience managing foreign workers in a manufacturing environment.
- Solid understanding of labor laws, IR/ER practices, and HR best practices.
- Excellent communication, leadership, and stakeholder management skills.
- High level of integrity and ability to manage confidential information.

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Company Description