



PR/160168 | HR Assistant Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1578052

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 25th, 2026 02:00

General Requirements

Minimum Experience Level

Over 6 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 an established manufacturing company committed to operational excellence, innovation, and continuous improvement.

Key Responsibilities

- Lead day-to-day HR operations to support manufacturing workforce needs.
- Manage full-cycle recruitment for production, technical, and office roles.
- Facilitate onboarding and ensure smooth integration of new hires.
- Maintain updated HR policies, Employee Handbook, and compliance documentation.

- Oversee compensation structures, salary reviews, and job description updates.
- Administer employee benefits programs and recommend cost-effective improvements.
- Handle employee relations, grievances, and disciplinary actions with professionalism.
- Support payroll accuracy, attendance, overtime, and leave tracking.
- Monitor key HR metrics such as absenteeism, turnover, and manpower costs.
- Maintain training and compliance records, especially for manufacturing standards.
- Collaborate with management on workforce planning and continuous improvement initiatives.
- Assist in office administration and supervision of administrative staff.

Job Requirements

- At least 5 years of HR experience, with exposure to HR operations and executive-level HR responsibilities.
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint, Visio) and MS Teams.
- Highly organized, detail-oriented, proactive, and able to work independently.
- Excellent communication and interpersonal skills across all management levels.
- Ability to manage confidential information with integrity.
- Strong analytical skills and ability to respond quickly to urgent situations.

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Company Description