



PR/160169 | HR & Admin Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1578053

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 16th, 2026 11:34

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

A newly setup high-performance tube manufacturer located in Batu Kawan, Penang is seeking for HR & Admin Manager as part of their pioneering team. This role will lead and oversee the company's full spectrum of Human Resources functions, ensuring strict adherence to employment legislation, statutory obligations, and internal policies.

Job Responsibilities

- Manage full spectrum of HR functions including recruitment and staffing, compensation and benefits, training and development, payroll and industrial relations
- Develop, review, and implement HR policies, procedures, and SOPs in compliance with Malaysian labour laws.
- Ensure proper maintenance of employee records, contracts, and HR documentation.
- Lead manpower planning activities aligned with production and operational requirements.

- Setup payroll system and ensure statutory compliance for EPF, SOCSO, EIS, PCB, leave entitlements, and other labour-related requirements.
- Handle disciplinary matters, domestic inquiries, misconduct cases, and grievance handling in accordance with labour laws.
- Liaise with relevant authorities such as Labour Department, JTKSM, and other statutory bodies
- Identify talent development and succession planning opportunities.
- Implement and improve HR systems, workflows, and record management.
- Support HR digitalization initiatives suitable for a growing manufacturing environment.
- Work closely with Management, Production, Engineering, and Operations teams.
- Promote positive employee relations and a compliant, professional workplace culture.

Job Requirements

- Minimum Bachelor's Degree in Human Resources, Business Administration, or a related field.
- At least 8 years of experience in human resources management with semiconductor or manufacturing industry
- Experience working in a start-up or rapidly growing manufacturing company is highly preferred.
- Strong knowledge of Employment Act 1955, Industrial Relations Act, and labour regulations.

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