



## PR/160175 | HR & Admin Manager

### Job Information

**Recruiter**

[JAC Recruitment Malaysia](#)

**Job ID**

1578056

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 16th, 2026 11:35

### 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 global leader in crating, packaging, and logistics solutions is currently seeking a HR & Admin Manager as a key strategic business partner to lead the full spectrum of Human Resources and administration functions at the Penang site

**Job Responsibilities**

- Oversee end-to-end HR operations including onboarding, confirmation, payroll coordination, leave administration, benefits, and employee exits
- Oversee employee insurance and benefits administration (medical, PA, motor, etc.), including renewals and claims coordination
- Drive performance appraisal cycles, ensuring timelines, quality reviews, and proper calibration with management
- Support manpower planning, workforce cost control, and employee movement management
- Lead and manage all Industrial Relations (IR) matters including disciplinary actions, domestic inquiries, PIP, misconduct cases, terminations, union-related issues, and labour disputes
- Partner closely with Site GM and HODs on strategic manpower planning, including headcount forecasting, succession risks, and critical role identification
- Oversee site administrative functions including office administration, vendor management and general office operations.

#### Job Requirement

- Bachelor's degree in Human Resources, Business Administration, or related field
- 5 to 8 years of HR experience, with at least 3 years in a managerial role
- Strong experience in Manufacturing and/or Logistics environments.
- Strategic thinking combined with hands-on execution capability.

**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.

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#### Company Description