



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.

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Company Description