



PR/160207 | Corporate Support Senior Executive in an Established Food Manufacturing Company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1581808

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 12:00

General Requirements

Minimum Experience Level

Over 3 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

Job Summary:

To lead employee engagement and internal communication efforts by designing and administering engagement surveys, driving culture and employee experience events, and managing the corporate portal to ensure effective and consistent communication across the company.

Job Responsibilities

- Execute the employee engagement survey cycle, including to design and deliver the survey, analyze the collected information and deliver an action plan PMO with internal departments.
- Manage corporate portal operations and drive internal communications, including key company announcements,

- leadership messages, and campaign planning for internal alignment.
- Organize culture and employee experience events such as annual dinner, festive events, company trip, etc. This includes to coordinate cross-site communication and event execution.
- Track progress and outcomes for engagement initiatives and report key insights, issues, and recommendations to the respective leader.
- Support ad-hoc corporate support tasks related to internal communication and employee engagement as assigned

Job Requirements

- Possess minimum of 3 years' experience in internal communications, employee engagement, survey operations and analysis, HR operations, corporate planning, or a similar role is a plus.
- Experience in organizing company-wide events and running surveys is preferred.
- Possess stakeholder coordination and project management (PMO) experience with strong communication, organization, and follow-up skills is preferred.
- Proficiency in MS Office (PowerPoint/Excel/Word); portal tools, IT is a plus

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Company Description