



PR/160230 | HR MANAGER / HRBP (Manufacturing industry)

## Job Information

### Recruiter

JAC Recruitment Malaysia

### Job ID

1581821

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

Malaysia

### Salary

Negotiable, based on experience

### Refreshed

April 7th, 2026 11:01

## General Requirements

### Minimum Experience Level

Over 10 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

### Overview

Our client is seeking an experienced Human Resources Manager / HR Business Partner to lead the full spectrum of HR operations for the manufacturing plant in Malaysia. This role plays a key part in ensuring strong HR governance, regulatory compliance, operational discipline, and workforce effectiveness in a plant environment. The successful candidate will work closely with the General Manager, Factory Manager, and Group HR to drive people strategy, workforce planning, industrial relations stability, and performance management excellence. This position requires a hands-on approach, strong analytical thinking, and the ability to operate effectively within a public-listed company governance framework.

### Key Responsibilities

1. HR Operations & Governance:

- Manage end-to-end HR functions including recruitment, onboarding, payroll coordination, benefits, and employee lifecycle activities.
- Ensure adherence to Malaysian labour laws, including the Employment Act and Industrial Relations Act.
- Strengthen internal controls for payroll, leave management, claims, and HR documentation.
- Maintain audit-ready records and uphold compliance with Group HR policies and SOPs.

## 2. Workforce Planning & Talent Management:

- Support annual manpower budgeting and monitor headcount planning.
- Develop and execute recruitment strategies for plant, technical, and support roles.
- Implement structured performance management and calibration exercises.
- Identify high-potential talent and support succession planning initiatives.

## 3. Employee & Industrial Relations

- Manage employee relations, disciplinary cases, and domestic inquiries when necessary.
- Provide counselling and advisory support to line managers on performance and conduct issues.
- Foster stable industrial relations within the manufacturing environment.
- Oversee grievance handling and ensure fairness in investigative processes.

## 4. Compensation & Benefits

- Support salary benchmarking in line with Group frameworks.
- Ensure accurate execution of annual increment and bonus cycles.
- Monitor internal equity and compa-ratio across roles.
- Manage statutory contributions and reporting accuracy.

## 5. HR Systems & Reporting

- Ensure HRIS data integrity and accuracy of HR reporting.
- Prepare periodic HR dashboards for Group HR and senior leadership.
- Track key HR metrics such as turnover, absenteeism, manpower cost, and productivity.

## 6. Policy & Process Improvement

- Review and update HR policies and SOPs against Group requirements.
- Lead HR process optimisation to strengthen efficiency and compliance.
- Support digitalisation initiatives and HR system improvements.

## Requirements

- Bachelor's Degree in Human Resources, Business Administration, or a related field.
- Minimum 8 years of progressive HR experience, preferably within a manufacturing or industrial setting.
- Strong knowledge of labour legislation and statutory requirements.
- Proven experience in employee relations and disciplinary management.
- Familiarity with HRIS platforms and reporting structures.
- Excellent stakeholder management skills across plant and corporate environments.
- High integrity, strong attention to detail, and a governance-focused mindset.

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Company Description