



PR/160272 | HR Manager for a High-Growth International Events Group

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1582500

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 10:28

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities

- Develop and implement HR policies aligned with company goals.
- Manage the full employee lifecycle: recruitment, onboarding, training, and development.
- Oversee performance appraisals and ensure fair evaluation practices.
- Ensure compliance with labor laws, company policies, and HR best practices.
- Administer compensation, benefits, and payroll.
- Drive employee engagement and retention initiatives.
- Monitor HR metrics to improve workforce efficiency and planning.
- Stay updated on HR trends and regulations to enhance HR operations.
- Handle disciplinary matters, grievances, and terminations in a compliant manner.
- Develop tools and processes to enhance employee productivity.

Office Administration Responsibilities

- Oversee daily office operations to maintain an organized, efficient, and safe workplace.
- Manage office budgets, expenses, and procurement of supplies and equipment.

- Coordinate with vendors, service providers, and building management for maintenance and facility needs

Job Qualifications

- Holds a Bachelor's degree in Human Resources, Business Administration, or a related discipline.
- Brings proven leadership experience managing the full spectrum of HR functions.
- Possesses additional HR certifications such as SHRM-CP or PHR (added advantage).
- Well-versed in labor laws, HR policies, and industry best practices, with hands-on experience using HRIS/HR software.

#LI-JACMY
#countrymalaysia

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