



## PR/160335 | HR MANAGER with a leading manufacturing company

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1584374

**Industry**

Electronics, Semiconductor

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

March 31st, 2026 10:26

### 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

#### Company Overview

Our client is looking for an experienced HR Manager to lead end-to-end HR operations, ensure compliance with Malaysian labor laws, and support organizational growth through effective people management and HR strategies.

#### Key Responsibilities

- Lead full-cycle recruitment and build a strong talent pipeline.  
Develop workforce plans aligned with business needs.

- Manage expatriate work permits, renewals, and compliance.  
Liaise with government authorities on immigration matters.
- Handle employee relations, conflict resolution, and disciplinary actions.  
Promote a positive and engaging work environment.
- Maintain competitive C&B structures and conduct salary benchmarking.  
Oversee payroll accuracy and statutory compliance.
- Drive KPI setting, appraisal cycles, and performance improvement initiatives.  
Support succession planning.
- Identify training needs and coordinate development programs.
- Manage onboarding, confirmation, transfers, and offboarding.  
Maintain HR policies, procedures, and employee records.
- Ensure adherence to Malaysian labor laws and update HR policies accordingly.
- Support management with HR insights, reporting, and strategic planning.

### Job Requirements

- Bachelor's degree in HR, Business Administration, or related field.
- Minimum 5 years of full-spectrum HR experience.
- Strong knowledge of Malaysian labor laws and HR best practices.
- Excellent communication and stakeholder management skills.
- High integrity, professionalism, and a solutions-driven mindset.
- Strong organizational and time-management abilities.

#LI-JACMY

**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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