



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

May 26th, 2026 14:04

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

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Company Description