



PR/160678 | HR SENIOR OFFICER (with an established MNC electronics manufacturer)

## Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1599370

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:14

## General Requirements

**Minimum Experience Level**

Over 3 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 an established MNC in Electronics Manufacturing in Pasir Gudang, Johor. This role is responsible for overseeing end-to-end HR operations, ensuring compliance, and supporting organizational growth through effective people management and HR initiatives. The ideal candidate thrives in a dynamic environment and brings strong HR generalist experience, especially within manufacturing.

### Key Responsibilities

- Manage the full recruitment lifecycle, including manpower planning, sourcing, interviewing, onboarding, and employee confirmation.

- Collaborate with department heads to develop hiring strategies and fulfill staffing requirements.
- Oversee foreign worker and expatriate management, including work permits, Employment Pass (EP), PVP applications, and renewals.
- Liaise with government authorities and external agencies to ensure compliance with immigration and labor regulations.
- Handle payroll processing, compensation & benefits administration, and statutory compliance.
- Support salary benchmarking, annual salary reviews, bonus administration, and compensation analysis.
- Manage employee relations matters such as counselling, disciplinary actions, grievances, and performance management.
- Drive HR process improvements and digitalization initiatives to enhance operational efficiency and employee experience.
- Coordinate office administration, facility management, and support new plant setup activities.
- Prepare HR reports (e.g., manpower, turnover, absenteeism, recruitment, payroll) and recommend improvement initiatives.

### Job Requirements

- Bachelor's Degree in Human Resource Management, Business Administration, or related field.
- Minimum 5 years of HR & Administration experience, preferably in a manufacturing environment.
- Strong knowledge of Malaysian employment laws, payroll processes, and HR best practices.
- Hands-on experience in recruitment, payroll, compensation & benefits, employee relations, and foreign worker management.
- Familiarity with HRIS, payroll systems, and HR digitalization tools.
- Proficient in Microsoft Office applications.  
Well-organized, analytical, and able to work independently.
- Strong sense of responsibility, integrity, and confidentiality.
- Excellent communication and interpersonal skills, with the ability to work across all levels of the organization.

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