



PR/160434 | HR OFFICER (Trading of Marine Supply)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1604909

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 12:00

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 looking for a detail-oriented HR Officer to support the full spectrum of Human Resources functions and ensure smooth day-to-day HR operations in their office in Skudai, Johor.

Key Responsibilities

- Manage the full employee lifecycle, including recruitment, onboarding, confirmation, transfers, promotions, and offboarding.
- Handle foreign employee matters, including work permit/employment pass applications, renewals, cancellations, and compliance with relevant authorities.

- Process monthly payroll and statutory submissions (EPF, SOCSO, EIS, PCB, etc.) accurately and on time.
- Administer employee benefits and insurance, including claims processing.
- Coordinate training administration, HRD Corp claims, and employee development activities.
- Maintain employee records, HR documentation, and HRIS data with high accuracy and confidentiality.
- Oversee foreign worker accommodation, quotas, levies, and compliance requirements.
- Organize company meetings, employee engagement activities, training programs, and corporate events.
- Support HR projects, employee relations matters, policy implementation, and other HR initiatives.

Requirements

Diploma or Bachelor's Degree in Human Resources, Business Administration, or related field.

Minimum 3–5 years of HR experience, preferably with payroll and foreign worker administration exposure.

Good knowledge of Malaysian employment laws, payroll, and statutory requirements.

Proficient in HRIS and Microsoft Office applications.

#LI-JACMY

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Company Description