

PR/160841 | Group HR Manager

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1604915

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
October 20th, 2026 17:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Job Responsibilities

- Lead and manage the full spectrum of Human Resources functions, including manpower planning, recruitment, onboarding, confirmation, performance management, learning & development, succession planning and employee relations across the Group.
- Develop, implement and review Group HR policies, procedures and SOPs to ensure compliance with Employment Act, Industrial Relations Act and other applicable labour laws.
- Process and review monthly payroll for local and foreign employees, ensuring accuracy, timely payment and compliance with statutory and Company requirements.
- Provide HR advisory and operational support to subsidiaries to ensure consistent implementation of Group HR policies, practices and governance
- Develop and administer compensation & benefits programs, including payroll governance, salary benchmarking, bonus, increment, incentive schemes, insurance and employee benefits

- Administer HRD Corp grants, training levy claims and annual training plans.
- Oversee staff welfare programs, employee engagement activities, wellness initiatives and recognition programs to foster a positive and high-performance working environment.
- Plan and execute Corporate Social Responsibility (CSR) programs, employee volunteer activities and community engagement initiatives in line with the Group's ESG objectives.
- Manage the recruitment and administration of local and foreign employees, including work permits, immigration matters, hostel management, statutory compliance and liaison with relevant government authorities and agencies.
- Monitor manpower planning, headcount, productivity and HR analytics, and prepare periodic HR reports for Management and the Board.
- Lead performance appraisal, KPI implementation, talent development and succession planning initiatives to support business growth.
- Ensure timely submission and compliance with statutory requirements, including EPF, SOCSO, EIS, PCB, HRD Corp and other regulatory obligations.
- Review and enhance HR processes, internal controls, HR systems (HRIS) and digital transformation initiatives to improve operational efficiency.
- Develop and strengthen the Company's employer branding strategy through recruitment campaigns, social media, career fairs, university engagement and other talent attraction initiatives.
- Liaise and coordinate with external consultants, recruitment agencies, training providers, auditors, legal advisers, government authorities and other stakeholders on HR, compliance and statutory matters.

Job Requirement

- Bachelor's Degree in Human Resource Management, Business Administration, Management or related discipline
- Minimum 8 years of relevant Human Resources experience, with at least 3 years in a managerial role.
- Experience in managing Group HR functions and supporting multiple subsidiaries.
- Hands-on experience in compensation & benefits, industrial relations, foreign worker management and HR compliance.
- Strong knowledge of Malaysian employment legislation and statutory requirement.

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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Company Description