

PR/160912 | Senior Finance Manager

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1607166

Industry
Retail

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 16:00

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Native Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Key Responsibilities

- Lead and oversee end-to-end HR operations, ensuring efficient and timely service delivery across recruitment, payroll, employee relations, learning & development, foreign worker management, and HR administration.
- Drive workforce planning and recruitment initiatives to meet business manpower requirements across multiple functions.
- Manage employee and industrial relations matters, including disciplinary issues, investigations, grievances, performance management, and compliance with employment laws.
- Oversee payroll administration, compensation & benefits, and ensure compliance with statutory requirements.
- Manage foreign worker recruitment, permit renewals, accommodation, documentation, and regulatory compliance.
- Support talent development initiatives, training programs, succession planning, and performance management processes.

- Review and enhance HR policies, SOPs, systems, and processes to improve efficiency and governance.
- Partner with senior management on organizational planning, workforce optimization, and HR-related strategic initiatives.
- Lead, mentor, and develop the HR team to foster a high-performance and service-oriented culture.

Requirements

- Bachelor's Degree in Human Resources, Business Administration, Law, Psychology, or a related field.
- 10-15 years of broad HR experience, with at least 5 years in a leadership or senior management role.
- Experience in retail, F&B, manufacturing, logistics, or multi-site operations is an added advantage.

#LI-JACMY

#countrymalaysia

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Company Description