



JAC Recruitment

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JAC Recruitment Malaysia

PR/160990 | Junior EHS Executive

Job Information

Recruiter

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Job ID

1609349

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 11:03

General Requirements

Minimum Experience Level

Over 1 year

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

A leading environmental solutions and recycling organization is seeking a Junior EHS Executive to join its team in Penang. The company is committed to sustainable operations, environmental protection, workplace safety, and regulatory compliance, supporting customers through responsible recycling and resource recovery solutions.

Key Responsibilities

- Support EHS compliance activities including workplace inspections, site checks, permit applications, and legal documentation.
- Coordinate fire safety programs, including equipment inspections, maintenance, fire drills, and incident investigations.
- Manage PPE issuance, inventory control, inspections, and compliance records.

- Monitor and maintain first aid equipment and supplies.
- Support ISO management systems, compliance monitoring, and document control activities.
- Coordinate internal, customer, and external audits, including ISO, DOE, DOSH, BOMBA, R2, and TAPA audits.
- Maintain compliance records, reports, and EHS documentation.
- Monitor security guard performance and support facility-related compliance activities.
- Manage employee attendance device administration and related records.
- Assist in continuous improvement initiatives related to environment, safety, and compliance.

Requirements

- Diploma or Bachelor's Degree in Environmental Science, Occupational Safety & Health, Engineering, or a related field.
- 1-3 years of experience in EHS, Safety, Compliance, ISO Management Systems, or a related function.
- Fresh graduates with relevant internships or EHS exposure are encouraged to apply.
- Knowledge of ISO 9001, ISO 14001, ISO 45001, DOE, DOSH, and BOMBA requirements is an advantage.
- Strong documentation, coordination, and communication skills.
- Detail-oriented with a proactive and responsible attitude.
- Ability to work independently and manage multiple tasks effectively.

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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

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Company Description