

PR/160856 | HRBP at Japanese based Semiconductor Industry

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1609971

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 18:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

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 Japanese technology distributor and solutions provider specializing in semiconductors, ICT infrastructure, computer systems, and embedded technologies. The company was founded in **1961** and headquartered in **Tokyo, Japan**, the company built a strong presence across Japan and Asia by providing both product distribution and technical engineering services.

JOB RESPONSIBILITIES

HR Operations & Systems

- Support HR and performance management systems implementation.
- Prepare SOPs, manuals, reports, and track operational progress.
- Identify and escalate operational issues and location differences.

Recruitment

- Manage end-to-end recruitment, including job postings, candidate screening, interviews, and coordination.
- Manage recruitment agencies, sourcing channels, and hiring costs.
- Track and report hiring progress.

Training & Development

- Conduct training needs analysis and support training plans.
- Coordinate training vendors, schedules, and communications.
- Evaluate training effectiveness and recommend improvements.
- Performance Management
- Administer performance appraisal processes and timelines.
- Monitor completion, compile evaluation results, and prepare reports.

Employee Relations

- Support employee consultations, workplace issues, and engagement activities.
- Assist in promoting positive workplace culture and managing employee concerns.

Compliance

- Monitor labor law and HR regulatory requirements across countries.
- Support statutory reporting, audits, and compliance-related activities.
- Identify and report compliance risks.

HR Integration Support

- Assist in HR integration projects by analyzing policies, systems, and processes.
- Prepare gap analysis, reports, and employee communication materials related to HR changes.

JOB REQUIREMENTS

- Bachelor’s degree in Human Resources, Business Administration, or a related field.
- Minimum 5 years of HR experience in recruitment, performance management, employee relations, and HR operations.
- Regional or multi-country HR experience is an advantage.
- Knowledge of labor laws and HR compliance.
- Strong communication, coordination, analytical, and organizational skills.
- Proficient in Microsoft Office and HR reporting/documentation.
- High integrity, professionalism, and attention to detail.
- Strong problem-solving skills and ability to handle confidential information.

- Collaborative team player with good stakeholder management skills.

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Company Description