

PR/161059 | Human Resource Assistant

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1611315

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 04:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Basic Level

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 a well-established leader in the electronic waste recycling and industrial waste management industry. Since 2001, they have been providing sustainable recycling, recovery, and waste management solutions to a wide range of sectors, including electronics, electrical, and medical manufacturing. As part of their continued growth, they are looking for an HR Assistant to support their Human Resources team and contribute to the company's success.

Key Responsibilities:

- Handle day-to-day full HR operations and employee affairs
- Assists in drafting policies and HR processes.
- Coordinate attendance, leave management and payroll support

- Maintain employee records and ensure HR documentation is accurate and up to date
- Knowledge of labour laws, new compliances and HR practices.
- Manage recruitment activities including job postings, candidate screening, interviews, and onboarding.
- Coordinate/arrange training and development programs
- Ensure compliance with company policies and relevant employment laws.
- Support employee engagement and welfare initiatives

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