

PR/161159 | Project Manager - Philippine / Malaysia

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1614566

Industry
IT Consulting

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 07:00

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

Company Overview

A leading global human resources service provider offering cloud based and mobile enabled Human Resource Management System solutions. The organisation provides an integrated suite of services covering payroll outsourcing, attendance automation, human resources consulting, recruitment, business process outsourcing, and flexible employee management.

Supported by an extensive international network and regional research and development capabilities, the organisation enables businesses to digitise human resources processes, enhance operational efficiency, and manage workforce requirements across multiple markets.

Job Responsibilities

- Lead and support the end-to-end implementation of HRMS and payroll solutions across the Philippines, Malaysia, and

other assigned markets.

- Collaborate with customers to gather, analyse, and document business, functional, and system requirements.
- Develop project plans and coordinate activities across discovery, solution design, system configuration, testing, go live, and post implementation support.
- Configure and deploy systems according to the agreed project scope, business requirements, country-specific regulations, and global delivery standards.
- Coordinate with local project management teams to ensure alignment with country specific payroll, legal, and compliance requirements.
- Manage data migration, user acceptance testing, parallel payroll runs, end-user training, and system deployment activities.
- Serve as a key point of contact for customers, ensuring clear communication, effective stakeholder engagement, and timely resolution of project matters.
- Collaborate with regional and local teams, including Product, Payroll, Legal, Compliance, and other relevant functions, to ensure successful project delivery.
- Monitor project progress, timelines, risks, dependencies, and deliverables to ensure timely and high-quality execution.
- Prepare and maintain project documentation, including requirement documents, configuration logs, test scripts, user guides, project trackers, status reports, and implementation records.
- Provide regular project updates to internal and external stakeholders and escalate potential risks or delivery issues where necessary.
- Support continuous process improvement by identifying opportunities to enhance implementation quality, efficiency, and the overall customer experience.

Job Requirements

- Bachelor’s Degree in Business, Information Systems, Human Resources, or a related discipline.
- Between three and six years of experience in project implementation, business consulting, systems delivery, or a related function.
- Proven experience managing the successful implementation lifecycle of payroll or HRMS projects.
- Experience supporting projects from requirement gathering and solution design through testing, go live, and post implementation support.
- Regional or multi country project implementation experience would be highly advantageous.
- Strong understanding of project management principles and delivery methodologies, including Agile or Waterfall.
- Experience with HR technology platforms such as Workday, SAP SuccessFactors, Oracle HCM, ADP, or other HRIS solutions would be advantageous.
- Good knowledge of Microsoft SQL, with relevant hands-on experience.
- Proficiency in Microsoft Excel, PowerPoint, and project management or tracking tools.
- Excellent communication, customer engagement, and stakeholder management skills.
- Strong analytical and problem-solving capabilities, with the ability to manage project risks and resolve implementation challenges.
- Detail oriented, proactive, and capable of working independently across different countries and time zones.
- Customer focused and committed to delivering accurate, timely, and high-quality solutions.
- Adaptable and capable of performing effectively in a fast paced, multicultural, and cross functional environment.
- Strong cultural awareness and the ability to collaborate effectively with diverse regional and global stakeholders.

#LI-JACMY

#countrymalaysia

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