

PR/161179 | HR & Payroll Manager in one of the leading Retail Company in Worldwide

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1616855

Industry
Retail

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 14:00

General Requirements

Minimum Experience Level
Over 10 years

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

About the Company
A globally retail company at Petaling Jaya is hiring! The company is looking HR & Payroll Manager who will be responsible for overseeing the full spectrum of Human Resources and Payroll functions for the retail business. This role ensures accurate and timely payroll processing, compliance with employment legislation, effective talent management, employee engagement, and the implementation of HR policies and procedures that support business objectives.

Responsibilities

- Ensure payroll accuracy and timely processing.
- Coordinate payroll audits and ensure compliance with government regulations. actions, and statutory contributions.
- Prepare payroll reports, headcount reports, and manpower cost analysis for management.
- Review and update HR policies, procedures, and employee handbooks.
- Ensure compliance with Malaysian Employment Act and labor regulations.

- Manage employee records and HRIS systems while maintaining data confidentiality.
- Partner with hiring managers to recruit retail store employees and corporate staff.

Requirements

- Bachelor's Degree in Human Resources, Business Administration, Accounting, or related discipline.
- Minimum 5-8 years of HR experience with at least 3 years in payroll management.
- Experience in retail, FMCG, or multi-site operations environment preferred.
- Strong knowledge of Malaysian Employment Act and statutory regulations.
- Comprehensive understanding of payroll processes, taxation, and statutory submissions.

#LI-JACMY

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