



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/161251 | HR & Admin Manager

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1618557

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:22

General Requirements

Minimum Experience Level

Over 10 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

We are looking for an experienced HR & Admin Manager to oversee the full spectrum of HR functions for a manufacturing operation of 580 employees.

Key Responsibilities

- Manage the full spectrum of HR functions, including recruitment, onboarding, employee relations, compensation & performance management, training and development, and employee engagement.
- Develop and maintain HR policies, procedures, and employee records.
- Manage payroll, leave, attendance, benefits, and other HR-related matters.
- Ensure compliance with employment laws, company policies, and statutory requirements. Handle employee grievances, disciplinary matters, and workplace issues professionally.

- Oversee general administration, office facilities, and company support services
- Advise management on HR and employee-related matters.
- Support management in implementing HR initiatives and organisational improvements

Requirements

- Degree in Human Resources, or a related field.
- 8–10 years of relevant HR experience, with at least 3 years in a managerial role.
- Strong knowledge of Malaysian employment laws and statutory requirements.
- Good communication, interpersonal, and problem-solving skills.
- Mature, responsible, and able to handle confidential matters with discretion.
- Independent, organised, and able to manage multiple priorities

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