

PR/161326 | HR Officer

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1621692

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 10:40

General Requirements

Minimum Experience Level
Over 1 year

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

Our client is a Japanese company and one of the world's leading manufacturers of contact lenses. It was founded in 1951 and is recognized as Japan's first contact lens manufacturer.

Key Responsibilities:

- Conduct regular engagement sessions with employees and supervisors to identify concerns and build positive morale.
- Monitor absenteeism, punctuality, and employee behaviour trends; recommend and implement preventive actions.
- Facilitate onboarding sessions on company rules, code of conduct, grievance procedures, and discipline policies.
- Manage all disciplinary actions including show-cause, counselling, investigations, and domestic inquiries in compliance with Malaysian labour laws and company procedures.

- Ensure disciplinary actions are conducted fairly, timely, and in compliance with Malaysian Employment Act and IR regulations.
- Maintain updated records of IR cases, warning letters, counselling sessions, and disciplinary outcomes and consistent application of disciplinary procedures.
- Ensure compliance with Malaysian Employment Act, Industrial Relations Act, and other applicable laws and regulations.

Key Requirements:

- Bachelor's Degree in Human Resources, Business Administration, Industrial Relations, Law, or a related field.
- Preferable minimum 2–4 years of relevant experience in ER/IR, preferably in a manufacturing environment.
- Strong understanding of Malaysian labour laws, IR practices, and labour department procedures.
- Strong interpersonal, communication, and conflict-resolution skills.

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