



## PR/158774 | HR Manager (Puchong)

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントマレーシア

#### 求人ID

1536696

#### 業種

その他（メーカー）

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月30日 16:04

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### Company Profile

A Company based in Puchong is currently looking for a HR Manager role (solo contributor) to handle end to end Human Resource functions and take on regional payroll, total headcount about 30.

#### Key Responsibilities

- Handle full spectrum of HR duties including payroll processing, income tax, leave management, EPF/CPF payments, medical records, recruitment, interviews, yearly staff appraisals, bonus calculation, employment/dependent pass and staff training registration.
- Handle all matters pertaining to expatriate on boarding and off boarding.

- Generation of staff contracts and inter-company contracts
- Verification and payment of all staff claims and expenses for Singapore and Malaysia offices.
- Review, formulate and update of employee handbook and all other administration policies.
- Submission of hospital, specialist and operation medical claims to insurer whenever required. Monitor and follow-up on payment to staff.
- Any ad-hoc assignment by supervisor.

#### **Key Requirements**

- At least 5 years of experience as an HR Manager in a manufacturing enterprise, with team management experience. Familiar with all HR modules (recruitment, training, C&B, talent development, employee performance management, etc.).
- Familiar with labour laws in Malaysia and Singapore, as well as local social insurance policies. (Familiarity with Japanese labour policies is a plus).
- Proficient in computer skills, including PowerPoint presentation skills.

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会社説明