



## PR/159044 | Senior HR & Admin Executive

### 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

1541091

#### 業種

その他（商社）

#### 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05月20日 12:41

### 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 and Job Overview

A leading company in Polymer Material industry in Simpang Ampat is seeking for Senior HR & Admin Executive to oversee a wide range of HR functions to ensure smooth operations within the organization. The ideal candidate should have at least 5 years of experience in HR operations, preferably within the manufacturing industry.

#### Responsibilities

- Delegate HR-related tasks and set objectives for team members, track employee growth, and monitor daily performance.
- Oversee compliance audits and manage performance appraisals based on annually tracked data as per company regulations.
- Develop and implement company policies and procedures to promote a healthy and productive work environment.
- Determine HR metrics such as turnover rates and cost-per-hire, review departmental budgets, and maintain employee records.
- Lead and coordinate onboarding for new hires, process probationary feedback, and manage employee evaluations and terminations.

- Coordinate staff training programs and facilities, acting as the liaison officer with HRDF.
- Maintain HR procedures that comply with labor laws and regulations.
- Record and maintain employee attendance.
- Assist in the smooth execution of Employee Engagement & Employee Benefits.
- Handle administration activities.
- Process payroll.
- Support foreign worker management.
- Manage work passes including application, renewal, cancellation, appeal, expiration, follow-up with medical check-ups, and updating personal particulars to government agencies.
- Provide support and advice to Department Heads for speedy resolution of grievances or disciplinary issues.
- Implement effective sourcing, screening, and interviewing techniques.
- Manage employee grievances.
- Measure employee retention and turnover rates.
- Oversee daily operations of the HR department.
- Ensure RBA and Supplier Code of Conduct requirements are met.

### Requirements

- Bachelor's degree in human resources, Business Administration, or any related field with 5 years of experience in HR
- Able to design and implement company policies
- Good knowledge of best HR practices and labor laws
- Excellent communication skills
- Experience in HR Operations in Manufacturing industry
- Experience with full-spectrum recruitment activities
- Fluent in Mandarin language, to deal with stakeholders in China

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会社説明