



PR/159255 | Associate, Human Resource

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

1548218

業種

銀行・信託銀行・信用金庫

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07月23日 09:00

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 OVERVIEW

An established insurance brokerage company is seeking a proactive and detail-oriented Human Resource Associate to support its HR operations. This role is ideal for individuals who are passionate about people, processes, and creating a positive employee experience. As part of the HR team, you will play a key role in managing day-to-day HR functions, from recruitment and onboarding to payroll and employee engagement.

KEY RESPONSIBILITIES

- Collaborate with HR team members to execute end-to-end HR operational processes in line with company procedures.
- Support recruitment activities including posting job ads, scheduling interviews, and conducting reference checks.
- Manage onboarding and offboarding processes to ensure a smooth experience for employees.
- Maintain and update employee records accurately in the HR system.

- Prepare HR-related documents such as employment certificates, confirmation letters, and reports.
- Handle payroll preparation and annual tax filings in compliance with statutory regulations.
- Respond to general HR-related inquiries from employees.
- Perform other HR duties and responsibilities as assigned

KEY REQUIREMENTS

- Diploma or Degree in any discipline; a qualification in Human Resource Management is an added advantage
- 1–2 years of relevant experience in HR operations or administration
- Strong communication and interpersonal skills
- Detail-oriented with a high level of accuracy
- Excellent organizational and time management abilities
- Self-driven and capable of working independently, managing priorities, and meeting deadlines

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会社説明