



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

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

1548384

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08月06日 12:01

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 Foreign Worker & Expatriate Management and Learning & Development. The ideal candidate should have at least 5 years of experience in HR operations, preferably within the manufacturing industry.

Job Responsibilities

- Responsible in the foreign worker/ expatriate management and training & development
- Manage end-to-end processes for foreign worker recruitment, including permit applications, renewals, and repatriation
- Handle expatriate employment pass applications, renewals, and related immigration matters
- Maintain accurate records of foreign workers and expatriates, including contracts, permits, and personal files.

- Identify training and development needs through job analysis, performance appraisals, and regular consultation with department heads.
- Coordinate and manage training, workshops and townhalls
- Handle HRDF by ensuring accurate and timely application in accordance with approved training

Job Requirements

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

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>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

会社説明