



## PR/158091 | HR Manager - International School

### 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

1551936

#### 業種

教育・学校

#### 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15日 10:20

### 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 & Job Overview

An established international school in Penang is looking for a Human Resource Manager to manage full spectrum of HR functions including Recruitment & Selection, Compensation & Benefits, Performance Manager, Employee Relations as well as Office Administrative duties.

#### Job Responsibilities

- To handle the hiring cycle from job posting, interview to salary calibration and offering
- Provide advice on performance management, salary structure and employee welfare as and when needed
- To organize training and activities to promote employee relations and to increase morale and productivity
- Review HR policies and recommend improvements on a need basis

- To investigate and handle all allegations of staff misconduct and to administer appropriate disciplinary actions when required

### Job Requirements

- Bachelor's Degree in Human Resources Management, Business Administration or relevant field
- Minimum 5 years of experience in HR Management involving in full spectrum HR functions
- Strong knowledge in employment law and regulations
- Proficient in English and Bahasa Malaysia
- Experience in education institute is an added advantage

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

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会社説明