



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159401 | HR Manager

### 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

1553826

#### 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08月19日 15:00

### 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 & Job Overview

A newly start-up manufacturing company in Kamunting, Perak is seeking an experienced and dynamic HR Manager to lead and oversee all aspects of Human Resources in our organization. This role is responsible for driving HR strategies, managing recruitment, employee relations, performance management, training and development, compensation, and ensuring compliance with labor laws and company policies. The ideal candidate is a proactive leader with strong interpersonal skills and a solid understanding of HR best practices and employment regulations.

#### Job Description

- Establish and implement annual objectives for HR.
- Develop, revise and maintain HR policies, procedures, and employee handbooks. Ensure compliance with legal requirements and best practice.

- Lead the recruitment and selection process collaborating with hiring managers, maintain effective relationships with recruitment agencies.
- Develop and deliver training programs to enhance employee skills and knowledge.
- Administer and review the C&B programs, ensure compliance with applicable employment laws and regulations.
- Promote positive employee relations, recommend and implement employee engagement initiatives to foster a positive work environment.
- Other tasks are deployed by supervisors.

#### **Job Requirements**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 10 years of experience in HR, with a focus on recruitment, C&B and performance.
- Experience in Manufacturing industry is highly preferred.
- Excellent communication and interpersonal abilities, with the ability to build strong relationship with employees and managers.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Analytical skills to interpret data.
- Fluent in Mandarin

**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>

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会社説明