



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159481 | HR AND ADMIN 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

1556264

#### 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26日 10:21

### 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

This role offers an exciting opportunity to lead and shape HR initiatives in a dynamic environment, supporting organizational growth and employee development.

#### Job Description

- Working location: Senai Airport City, Johor
- Manage comprehensive HR functions including recruitment, onboarding, employee engagement, performance management, and exit formalities.

- Develop and implement HR policies and procedures aligned with organizational goals. Address employee grievances and provide effective resolutions.
- Ensure adherence to labor laws and regulatory requirements.
- Conduct training sessions to enhance employee understanding of HR-related topics.

#### Job Requirements

- Degree/Diploma in Human Resources or equivalent.
- 5–8 years of experience in HR roles.
- Strong understanding of HR practices and principles.
- Excellent communication and interpersonal skills.
- Ability to multitask and perform under pressure.
- Proficiency in MS Office applications.

#LI-JACMY

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会社説明