

# マレーシアの求人なら JAC Recruitment Malaysia

# PR/159624 | Senior HR 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

1560812

#### 業種

小売

### 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11月04日 08:01

# 応募必要条件

# キャリアレベル

中途経験者レベル

# 英語レベル

無し

# 日本語レベル

無し

### 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 company located in Shah Alam is currently seeking a Senior HR Executive to support its growing operations. This role focuses on managing core HR functions, including recruitment, onboarding, payroll, and employee relations, with a particular emphasis on supporting Japanese expatriate staff. The ideal candidate will ensure smooth HR operations, compliance with local regulations, and contribute to a positive and efficient workplace environment.

## **JOB RESPONSIBILITIES**

- Manage end-to-end HR processes including recruitment, onboarding, retention, termination, compensation & benefits, and employee relations.
- Handle employment contracts and expatriate arrangements.
- Process monthly payroll for both local and expatriate employees.
- Coordinate staff training and development programs, including course applications.
- · Administer work pass applications (new, renewal, appeals) and ensure accurate updates with relevant government

- Support annual reviews of HR policies, benefits, and employee handbook based on market data and corporate needs.
- Educate employees on company policies, work rules, and performance evaluation systems.
- · Prepare internal HR reports.
- Maintain strict confidentiality and ensure accurate data management of employee records.
- Implement and improve HR processes to enhance operational efficiency and employee experience.
- Manage contract renewals (e.g., insurance).
- · Support vendor invoice tracking and filing.
- · Coordinate office maintenance and liaise with building management.
- · Handle daily administrative tasks and incoming mail.
- Prepare GA reports for management and HQ.

### JOB REQUIREMENTS:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum 3-5 years of experience in HR and general affairs, preferably in a multinational or Japanese company.
- Experience in expatriate management and payroll processing.
- Strong understanding of Malaysian labor laws and immigration procedures.
- Excellent organizational, communication, and problem-solving skills.
- Proficiency in English; Japanese language skills are an advantage.
- · High attention to detail and ability to handle confidential information with integrity.

#LI-JACMY

#StateSelangor

**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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会社説明