



PR/159784 | JAPANESE SPEAKING HR

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

1564946

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

2026年01月06日 04:00

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

流暢

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

Join a dynamic pharmaceutical start-up committed to innovation and excellence in healthcare manufacturing. We are building a strong foundation for growth and seeking talented individuals to be part of our pioneering team.

Job Responsibilities

- Handle HR operations, including recruitment, onboarding, payroll, and employee relations.
- Manage administrative tasks such as office coordination, documentation, and compliance.
- Act as a liaison for Japanese-speaking stakeholders, ensuring smooth communication and cultural alignment.
- Support policy development and implementation for HR and administrative processes.
- Assist in training programs, performance management, and employee engagement initiatives.
- Ensure compliance with labor laws and company regulations.

- Collaborate with management to drive organizational efficiency and growth.

Job Requirements

- Degree/diploma in Human Resources, Business Administration, or related field.
- 5+ years of experience in HR and administration, preferably in manufacturing.
- Strong knowledge of Malaysian labor laws & HR best practices.
- Excellent organizational, communication, and problem-solving skills.
- Japanese language proficiency is an added advantage.
- Ability to work independently in a fast-paced start-up environment.

#LI-JACMY

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