



PR/159812 | 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

1565998

業種

銀行・信託銀行・信用金庫

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02月10日 15:00

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

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

A leading banking institution in Kuala Lumpur is seeking an experienced **HR Generalist** to join its team. This role is ideal for a professional passionate about strategic HR, employee engagement, and organizational development. The position involves managing core HR functions such as staff training, payroll, compliance, recruitment, and reporting, while driving process improvements and supporting special projects. The successful candidate will play a key role in fostering a positive work culture and ensuring alignment with regulatory standards in a dynamic and fast-paced environment.

JOB RESPONSIBILITIES

- Oversee staff training programs, scheduling, and documentation.
- Ensure HR policies are maintained and fully compliant with Malaysian labor laws.
- Assist in payroll processing for both local and expatriate employees, ensuring accuracy in statutory contributions.

- Support recruitment activities and align hiring processes with the bank's requirements.
- Prepare HR reports for regulatory authorities.
- Drive improvements in HR processes and contribute to special projects.
- Perform additional duties as assigned by the supervisor or manager.

JOB REQUIREMENTS

- Bachelor's degree in HR, Business, or a related field.
- Minimum of 6 years of HR generalist experience.
- Preferably experienced in banking or financial services.
- Strong knowledge of Learning & Development administration, payroll, taxation, and employment laws.
- Excellent communication skills, high attention to detail, and ability to manage multiple deadlines effectively.
- Familiarity with Japanese work culture is an added advantage.

#LI-JACMY

#StateKualaLumpur

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会社説明