



PR/159939 | Senior HR & Admin 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

1569647

業種

化学・素材

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03日 07:00

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

日常会話レベル

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

KEY RESPONSIBILITIES:

- Manage the complete HR lifecycle, including Payroll and Recruitment
- Maintain strict confidentiality and handle sensitive employee data
- Oversee Onboarding and Offboarding processes
- Ensure smooth HR daily operations
- Coordinate renewal of GPA, GHS, and Life Insurance, and arrange health screenings
- Administer Training & Development programs (HRD Corp – apply for Grant, Levy & Claim)
- Foster Employee Relations & Engagement, collaborating with senior management to resolve issues pragmatically

- Ensure compliance with Labor Laws, government statutory requirements, audits, and company policies
- Manage expatriate matters, including Permanent Resident (PR) and Employment Pass renewal/application
- Handle expatriate-related government statutory requirements
- Prepare and issue internal memos, gazetted public holidays, and other official communications
- Oversee general office administration, facilities, and supplies
- Perform ad hoc tasks as assigned

KEY REQUIREMENTS:

- Degree in Human Resources or Business Administration or related field.
- Min. 5 to 7 years of experience in office administrator and HR management
- Must familiar with local country specific laws and regulations.
- Proven responsibility ability to multitask.
- Mature and Independent

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会社説明