



PR/159297 | 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

1570769

業種

ITコンサルティング

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04月21日 11:01

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

基礎会話レベル

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

COMPANY OVERVIEW

A leading data center solutions provider in Malaysia, known for its advanced infrastructure and engineering expertise. They are hiring a HR Personnel in Petaling Jaya, ideal for an experienced professional passionate about strategic HR, employee engagement, and organizational growth in a fast-paced tech environment.

JOB RESPONSIBILITIES

- Recruitment: Plan and manage hiring processes, collaborate with managers, and engage external recruiters when needed.
- Employee Engagement: Drive initiatives to improve workplace culture, conduct surveys, and develop retention strategies.
- Performance Management: Implement appraisal systems, support managers, and monitor employee performance.

- Learning & Development: Identify skill gaps and coordinate training programs.
- Employee Relations & Compliance: Handle grievances, ensure legal compliance, and maintain records.
- Compensation & Benefits: Assist in designing competitive packages and manage benefits programs.
- HR Administration: Maintain data confidentiality and support payroll and admin tasks.
- Strategic HR: Align HR strategy with business goals, support change management, and track HR KPIs.

JOB REQUIREMENTS

- Bachelor's degree in HR, Business, or related field.
- 5+ years HR experience in IT or engineering.
- Strong knowledge of HR functions and labor laws.
- Excellent communication, problem-solving, and organizational skills.
- Proficient in HR systems and MS Office.
- Detail-oriented, adaptable, and team-focused.
- High professionalism and strong work ethic.

#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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

会社説明