



PR/159954 | MANAGER - 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

1570774

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01月13日 09:01

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

KEY RESPONSIBILITIES

- Oversee the complete range of HR functions, including:

- Recruitment & Selection

- Manpower Planning

- Compensation & Benefits

- Payroll Administration

- Training & Development

- Employee & Industrial Relations

- Develop and implement HR policies, procedures, manuals, and guidelines.
- Maintain HR information systems for accurate record-keeping and timely reporting.
- Coordinate performance management processes, including annual, confirmation, and special appraisal exercises; compile and analyze performance data.
- Manage compensation and benefits matters such as increments, bonuses, and welfare programs.
- Conduct salary benchmarking and provide recommendations to ensure internal equity and external competitiveness.
- Prepare and compile HR statistical reports, including annual increment listings and ad-hoc reports.
- Handle immigration matters for expatriate employees, including visa applications, work permit renewals, and compliance with legal and regulatory requirements.
- Ensure strict compliance with Bank Negara Malaysia regulations, ICBC Head Office policies, and other regulatory requirements.
- Monitor and manage compliance risks in day-to-day HR operations.
- Perform ad-hoc tasks as assigned by the Head of Department or Senior Management. track HR KPIs.

JOB REQUIREMENTS

- Bachelor's degree in HR, Business, or related field.
- Minimum 5–8 years of board HR experience covering multiple functions.
- Strong knowledge of HR administration, recruitment, payroll, taxation, performance management, industrial relations and employment law.
- Experience in handling expatriate permit will have added advantage.
- Meticulous, responsible, with strong numerical sense and confidentiality awareness.
- Good communication and coordination skills, able to liaise effectively with internal departments and external agencies.
- Proficient in Microsoft Office applications and HR systems (e.g., payroll or HRIS software).
- Exposure in banking industry/ financial institution is an added advantage

#LI-JACMY

#StateKL

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会社説明