



PR/160034 | HR Manager

#### 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

1572800

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02月17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

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

##### COMPANY OVERVIEW

A Malaysia's leading F&B distributor began in 1970s through strong market insight and long-standing partnerships. The company aims to be a trusted regional distributor, focusing on operational excellence, customer management, and purposeful sustainability. Its mission is to enrich consumers' lives every day, guided by core values such as integrity, innovation, inclusivity, and winning together.

##### KEY RESPONSIBILITIES

- Lead HR strategy across four key pillars: Win with Customer, Win with Consumers, Operational Excellence & People Excellence
- Drive human capital initiatives using the full PDCA cycle
- Build a long-term Human Capital roadmap and strengthen employer branding
- Improve HR processes, SOPs, culture, and operational efficiency
- Oversee full-spectrum HR: recruitment, C&B, performance, ER/IR, payroll & compliance
- Deliver recruitment & retention KPIs within budget
- Lead performance management cycles and HR reporting (incl. ESG)
- Manage employee relations, conflict resolution, and disciplinary matters
- Prepare annual HR budget & KPIs; secure management approval

- Lead, coach & develop a high-performing HR team

#### **JOB REQUIREMENTS**

- 7–10 years of HR experience, including at least 3 years in a managerial/people-leadership role; hands-on experience in Recruitment & Retention, L&D, and Employee Engagement.
- Bachelor's Degree in Human Resource, Business Administration, or related field.
- Fluency in English, Malay, Mandarin, and major dialects.
- Strong proficiency in payroll systems, statutory contributions, claims, and income tax deductions.
- Solid understanding of the Employment Act 1955, Industrial Relations, and related HR legislation.
- Strong Talent Management & Development capability.
- Strong analytical skills, problem-solving abilities, and a high level of work ethics.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to collaborate effectively across teams.
- Based at the Puchong Commercial Office, with monthly travel to Kuantan HQ.

#LI-JACMY

#StateSelangor

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会社説明