



## PR/160111 | (Confidential) 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

1578037

#### 業種

その他（メーカー）

#### 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13日 04:00

### 応募必要条件

#### 職務経験

10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

Our client is seeking an experienced and dynamic HR Manager to lead the Human Resources function at their manufacturing facility. This role is crucial in ensuring a compliant, ethical, and productive workforce environment, with a major focus on RBA standards, labor compliance, and foreign worker operations.

#### Key Responsibilities

- Lead the full spectrum of HR operations for the manufacturing site.
- Ensure full compliance with RBA standards, conduct internal audits, and manage corrective actions.
- Oversee all foreign worker operations, including recruitment, permits, FOMEMA, hostels, transportation, and welfare.
- Manage manpower planning, recruitment, and onboarding for local and foreign employees.

- Handle employee relations, disciplinary cases, investigations, and compliance with labor laws.
- Oversee payroll accuracy, attendance, overtime, and statutory contributions.
- Maintain HR policies, SOPs, and compliance documentation.
- Support training programs related to RBA, ethics, safety, and workforce development.
- Liaise with government agencies, auditors, and external partners.

### Job Requirements

- At least 7–10 years of HR experience, with minimum 3 years at managerial level.
- Strong working knowledge of RBA standards, social compliance, and audit processes.
- Proven experience managing foreign workers in a manufacturing environment.
- Solid understanding of labor laws, IR/ER practices, and HR best practices.
- Excellent communication, leadership, and stakeholder management skills.
- High level of integrity and ability to manage confidential information.

#LI-JACMY

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会社説明