



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02月16日 11:34

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