



PR/160168 | HR Assistant 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

1578052

業種

福祉・介護

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

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

Company Overview

Our client is an established manufacturing company committed to operational excellence, innovation, and continuous improvement.

Key Responsibilities

- Lead day-to-day HR operations to support manufacturing workforce needs.
- Manage full-cycle recruitment for production, technical, and office roles.
- Facilitate onboarding and ensure smooth integration of new hires.
- Maintain updated HR policies, Employee Handbook, and compliance documentation.

- Oversee compensation structures, salary reviews, and job description updates.
- Administer employee benefits programs and recommend cost-effective improvements.
- Handle employee relations, grievances, and disciplinary actions with professionalism.
- Support payroll accuracy, attendance, overtime, and leave tracking.
- Monitor key HR metrics such as absenteeism, turnover, and manpower costs.
- Maintain training and compliance records, especially for manufacturing standards.
- Collaborate with management on workforce planning and continuous improvement initiatives.
- Assist in office administration and supervision of administrative staff.

Job Requirements

- At least 5 years of HR experience, with exposure to HR operations and executive-level HR responsibilities.
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint, Visio) and MS Teams.
- Highly organized, detail-oriented, proactive, and able to work independently.
- Excellent communication and interpersonal skills across all management levels.
- Ability to manage confidential information with integrity.
- Strong analytical skills and ability to respond quickly to urgent situations.

#LI-JACMY

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会社説明