



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05月25日 02:00

### 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