



PR/160175 | HR & Admin 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

1578056

業種

その他

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27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

ビジネス会話レベル

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

A global leader in crating, packaging, and logistics solutions is currently seeking a HR & Admin Manager as a key strategic business partner to lead the full spectrum of Human Resources and administration functions at the Penang site

Job Responsibilities

- Oversee end-to-end HR operations including onboarding, confirmation, payroll coordination, leave administration, benefits, and employee exits
- Oversee employee insurance and benefits administration (medical, PA, motor, etc.), including renewals and claims coordination
- Drive performance appraisal cycles, ensuring timelines, quality reviews, and proper calibration with management
- Support manpower planning, workforce cost control, and employee movement management
- Lead and manage all Industrial Relations (IR) matters including disciplinary actions, domestic inquiries, PIP, misconduct cases, terminations, union-related issues, and labour disputes
- Partner closely with Site GM and HODs on strategic manpower planning, including headcount forecasting, succession risks, and critical role identification
- Oversee site administrative functions including office administration, vendor management and general office operations.

Job Requirement

- Bachelor's degree in Human Resources, Business Administration, or related field
- 5 to 8 years of HR experience, with at least 3 years in a managerial role
- Strong experience in Manufacturing and/or Logistics environments.
- Strategic thinking combined with hands-on execution capability.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明