



PR/160207 | Corporate Support Senior Executive in an Established Food Manufacturing Company

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

1581808

業種

小売

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06月02日 10:00

応募必要条件

職務経験

3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

Job Summary:

To lead employee engagement and internal communication efforts by designing and administering engagement surveys, driving culture and employee experience events, and managing the corporate portal to ensure effective and consistent communication across the company.

Job Responsibilities

- Execute the employee engagement survey cycle, including to design and deliver the survey, analyze the collected information and deliver an action plan PMO with internal departments.
- Manage corporate portal operations and drive internal communications, including key company announcements,

- leadership messages, and campaign planning for internal alignment.
- Organize culture and employee experience events such as annual dinner, festive events, company trip, etc. This includes to coordinate cross-site communication and event execution.
 - Track progress and outcomes for engagement initiatives and report key insights, issues, and recommendations to the respective leader.
 - Support ad-hoc corporate support tasks related to internal communication and employee engagement as assigned

Job Requirements

- Possess minimum of 3 years' experience in internal communications, employee engagement, survey operations and analysis, HR operations, corporate planning, or a similar role is a plus.
- Experience in organizing company-wide events and running surveys is preferred.
- Possess stakeholder coordination and project management (PMO) experience with strong communication, organization, and follow-up skills is preferred.
- Proficiency in MS Office (PowerPoint/Excel/Word); portal tools, IT is a plus

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