



PR/160230 | HR MANAGER / HRBP (Manufacturing industry)

#### 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

1581821

#### 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04月07日 11:01

#### 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

#### Overview

Our client is seeking an experienced Human Resources Manager / HR Business Partner to lead the full spectrum of HR operations for the manufacturing plant in Malaysia. This role plays a key part in ensuring strong HR governance, regulatory compliance, operational discipline, and workforce effectiveness in a plant environment.

The successful candidate will work closely with the General Manager, Factory Manager, and Group HR to drive people strategy, workforce planning, industrial relations stability, and performance management excellence. This position requires a hands-on approach, strong analytical thinking, and the ability to operate effectively within a public-listed company governance framework.

#### Key Responsibilities

1. HR Operations & Governance:

- Manage end-to-end HR functions including recruitment, onboarding, payroll coordination, benefits, and employee lifecycle activities.
- Ensure adherence to Malaysian labour laws, including the Employment Act and Industrial Relations Act.
- Strengthen internal controls for payroll, leave management, claims, and HR documentation.
- Maintain audit-ready records and uphold compliance with Group HR policies and SOPs.

## 2. Workforce Planning & Talent Management:

- Support annual manpower budgeting and monitor headcount planning.
- Develop and execute recruitment strategies for plant, technical, and support roles.
- Implement structured performance management and calibration exercises.
- Identify high-potential talent and support succession planning initiatives.

## 3. Employee & Industrial Relations

- Manage employee relations, disciplinary cases, and domestic inquiries when necessary.
- Provide counselling and advisory support to line managers on performance and conduct issues.
- Foster stable industrial relations within the manufacturing environment.
- Oversee grievance handling and ensure fairness in investigative processes.

## 4. Compensation & Benefits

- Support salary benchmarking in line with Group frameworks.
- Ensure accurate execution of annual increment and bonus cycles.
- Monitor internal equity and compa-ratio across roles.
- Manage statutory contributions and reporting accuracy.

## 5. HR Systems & Reporting

- Ensure HRIS data integrity and accuracy of HR reporting.
- Prepare periodic HR dashboards for Group HR and senior leadership.
- Track key HR metrics such as turnover, absenteeism, manpower cost, and productivity.

## 6. Policy & Process Improvement

- Review and update HR policies and SOPs against Group requirements.
- Lead HR process optimisation to strengthen efficiency and compliance.
- Support digitalisation initiatives and HR system improvements.

## Requirements

- Bachelor's Degree in Human Resources, Business Administration, or a related field.
- Minimum 8 years of progressive HR experience, preferably within a manufacturing or industrial setting.
- Strong knowledge of labour legislation and statutory requirements.
- Proven experience in employee relations and disciplinary management.
- Familiarity with HRIS platforms and reporting structures.
- Excellent stakeholder management skills across plant and corporate environments.
- High integrity, strong attention to detail, and a governance-focused mindset.

#LI-JACMY

**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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

---

会社説明