



PR/160335 | HR MANAGER with a leading 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

1584374

業種

電気・電子・半導体

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09日 06:00

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

Company Overview

Our client is looking for an experienced HR Manager to lead end-to-end HR operations, ensure compliance with Malaysian labor laws, and support organizational growth through effective people management and HR strategies.

Key Responsibilities

- Lead full-cycle recruitment and build a strong talent pipeline.
Develop workforce plans aligned with business needs.

- Manage expatriate work permits, renewals, and compliance.
Liaise with government authorities on immigration matters.
- Handle employee relations, conflict resolution, and disciplinary actions.
Promote a positive and engaging work environment.
- Maintain competitive C&B structures and conduct salary benchmarking.
Oversee payroll accuracy and statutory compliance.
- Drive KPI setting, appraisal cycles, and performance improvement initiatives.
Support succession planning.
- Identify training needs and coordinate development programs.
- Manage onboarding, confirmation, transfers, and offboarding.
Maintain HR policies, procedures, and employee records.
- Ensure adherence to Malaysian labor laws and update HR policies accordingly.
- Support management with HR insights, reporting, and strategic planning.

Job Requirements

- Bachelor's degree in HR, Business Administration, or related field.
- Minimum 5 years of full-spectrum HR experience.
- Strong knowledge of Malaysian labor laws and HR best practices.
- Excellent communication and stakeholder management skills.
- High integrity, professionalism, and a solutions-driven mindset.
- Strong organizational and time-management abilities.

#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.

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会社説明