



PR/160678 | HR SENIOR OFFICER (with an established MNC electronics manufacturer)

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

1599370

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07月10日 23:00

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

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 MNC in Electronics Manufacturing in Pasir Gudang, Johor. This role is responsible for overseeing end-to-end HR operations, ensuring compliance, and supporting organizational growth through effective people management and HR initiatives. The ideal candidate thrives in a dynamic environment and brings strong HR generalist experience, especially within manufacturing.

Key Responsibilities

- Manage the full recruitment lifecycle, including manpower planning, sourcing, interviewing, onboarding, and employee confirmation.

- Collaborate with department heads to develop hiring strategies and fulfill staffing requirements.
- Oversee foreign worker and expatriate management, including work permits, Employment Pass (EP), PVP applications, and renewals.
- Liaise with government authorities and external agencies to ensure compliance with immigration and labor regulations.
- Handle payroll processing, compensation & benefits administration, and statutory compliance.
- Support salary benchmarking, annual salary reviews, bonus administration, and compensation analysis.
- Manage employee relations matters such as counselling, disciplinary actions, grievances, and performance management.
- Drive HR process improvements and digitalization initiatives to enhance operational efficiency and employee experience.
- Coordinate office administration, facility management, and support new plant setup activities.
- Prepare HR reports (e.g., manpower, turnover, absenteeism, recruitment, payroll) and recommend improvement initiatives.

Job Requirements

- Bachelor's Degree in Human Resource Management, Business Administration, or related field.
- Minimum 5 years of HR & Administration experience, preferably in a manufacturing environment.
- Strong knowledge of Malaysian employment laws, payroll processes, and HR best practices.
- Hands-on experience in recruitment, payroll, compensation & benefits, employee relations, and foreign worker management.
- Familiarity with HRIS, payroll systems, and HR digitalization tools.
- Proficient in Microsoft Office applications.
Well-organized, analytical, and able to work independently.
- Strong sense of responsibility, integrity, and confidentiality.
- Excellent communication and interpersonal skills, with the ability to work across all levels of the organization.

#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