

PR/160434 | HR OFFICER (Trading of Marine Supply)

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
1604909

業種
物流・倉庫

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11月03日 01:00

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

Company Overview

Our client is looking for a detail-oriented HR Officer to support the full spectrum of Human Resources functions and ensure smooth day-to-day HR operations in their office in Skudai, Johor.

Key Responsibilities

- Manage the full employee lifecycle, including recruitment, onboarding, confirmation, transfers, promotions, and offboarding.
- Handle foreign employee matters, including work permit/employment pass applications, renewals, cancellations, and compliance with relevant authorities.

- Process monthly payroll and statutory submissions (EPF, SOCSO, EIS, PCB, etc.) accurately and on time.
- Administer employee benefits and insurance, including claims processing.
- Coordinate training administration, HRD Corp claims, and employee development activities.
- Maintain employee records, HR documentation, and HRIS data with high accuracy and confidentiality.
- Oversee foreign worker accommodation, quotas, levies, and compliance requirements.
- Organize company meetings, employee engagement activities, training programs, and corporate events.
- Support HR projects, employee relations matters, policy implementation, and other HR initiatives.

Requirements
Diploma or Bachelor's Degree in Human Resources, Business Administration, or related field.
Minimum 3–5 years of HR experience, preferably with payroll and foreign worker administration exposure.
Good knowledge of Malaysian employment laws, payroll, and statutory requirements.
Proficient in HRIS and Microsoft Office applications.

#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