


# PR/160856 | HRBP at Japanese based Semiconductor 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**
1609971

**業種**
その他（商社）

**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10月27日 18:00

## 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**

A leading Japanese technology distributor and solutions provider specializing in semiconductors, ICT infrastructure, computer systems, and embedded technologies. The company was founded in **1961** and headquartered in **Tokyo, Japan**, the company built a strong presence across Japan and Asia by providing both product distribution and technical engineering services.

**JOB RESPONSIBILITIES**

**HR Operations & Systems**

- Support HR and performance management systems implementation.
- Prepare SOPs, manuals, reports, and track operational progress.
- Identify and escalate operational issues and location differences.

**Recruitment**

- Manage end-to-end recruitment, including job postings, candidate screening, interviews, and coordination.
- Manage recruitment agencies, sourcing channels, and hiring costs.
- Track and report hiring progress.

**Training & Development**

- Conduct training needs analysis and support training plans.
- Coordinate training vendors, schedules, and communications.
- Evaluate training effectiveness and recommend improvements.
- Performance Management
- Administer performance appraisal processes and timelines.
- Monitor completion, compile evaluation results, and prepare reports.

**Employee Relations**

- Support employee consultations, workplace issues, and engagement activities.
- Assist in promoting positive workplace culture and managing employee concerns.

**Compliance**

- Monitor labor law and HR regulatory requirements across countries.
- Support statutory reporting, audits, and compliance-related activities.
- Identify and report compliance risks.

**HR Integration Support**

- Assist in HR integration projects by analyzing policies, systems, and processes.
- Prepare gap analysis, reports, and employee communication materials related to HR changes.

**JOB REQUIREMENTS**

- Bachelor’s degree in Human Resources, Business Administration, or a related field.
- Minimum 5 years of HR experience in recruitment, performance management, employee relations, and HR operations.
- Regional or multi-country HR experience is an advantage.
- Knowledge of labor laws and HR compliance.
- Strong communication, coordination, analytical, and organizational skills.
- Proficient in Microsoft Office and HR reporting/documentation.
- High integrity, professionalism, and attention to detail.
- Strong problem-solving skills and ability to handle confidential information.

- Collaborative team player with good stakeholder management skills.

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#StateSelangor

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会社説明