

PR/161059 | Human Resource Assistant

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
1611315

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11月03日 13:00

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
基礎会話レベル

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 a well-established leader in the electronic waste recycling and industrial waste management industry. Since 2001, they have been providing sustainable recycling, recovery, and waste management solutions to a wide range of sectors, including electronics, electrical, and medical manufacturing. As part of their continued growth, they are looking for an HR Assistant to support their Human Resources team and contribute to the company's success.

Key Responsibilities:

- Handle day-to-day full HR operations and employee affairs
- Assists in drafting policies and HR processes.
- Coordinate attendance, leave management and payroll support

- Maintain employee records and ensure HR documentation is accurate and up to date
- Knowledge of labour laws, new compliances and HR practices.
- Manage recruitment activities including job postings, candidate screening, interviews, and onboarding.
- Coordinate/arrange training and development programs
- Ensure compliance with company policies and relevant employment laws.
- Support employee engagement and welfare initiatives

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