

PR/161179 | HR & Payroll Manager in one of the leading Retail Company in Worldwide

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
1616855

業種
小売

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 09:00

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
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

About the Company
A globally retail company at Petaling Jaya is hiring! The company is looking HR & Payroll Manager who will be responsible for overseeing the full spectrum of Human Resources and Payroll functions for the retail business. This role ensures accurate and timely payroll processing, compliance with employment legislation, effective talent management, employee engagement, and the implementation of HR policies and procedures that support business objectives.

Responsibilities

- Ensure payroll accuracy and timely processing.
- Coordinate payroll audits and ensure compliance with government regulations. actions, and statutory contributions.
- Prepare payroll reports, headcount reports, and manpower cost analysis for management.
- Review and update HR policies, procedures, and employee handbooks.
- Ensure compliance with Malaysian Employment Act and labor regulations.

- Manage employee records and HRIS systems while maintaining data confidentiality.
- Partner with hiring managers to recruit retail store employees and corporate staff.

Requirements

- Bachelor's Degree in Human Resources, Business Administration, Accounting, or related discipline.
- Minimum 5-8 years of HR experience with at least 3 years in payroll management.
- Experience in retail, FMCG, or multi-site operations environment preferred.
- Strong knowledge of Malaysian Employment Act and statutory regulations.
- Comprehensive understanding of payroll processes, taxation, and statutory submissions.

#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