

PR/161251 | HR & Admin Manager

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
1618557

業種
その他（人材サービス）

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 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
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

We are looking for an experienced HR & Admin Manager to oversee the full spectrum of HR functions for a manufacturing operation of 580 employees.

Key Responsibilities

- Manage the full spectrum of HR functions, including recruitment, onboarding, employee relations, compensation & performance management, training and development, and employee engagement.
- Develop and maintain HR policies, procedures, and employee records.
- Manage payroll, leave, attendance, benefits, and other HR-related matters.
- Ensure compliance with employment laws, company policies, and statutory requirements.Handle employee grievances, disciplinary matters, and workplace issues professionally.

- Oversee general administration, office facilities, and company support services
- Advise management on HR and employee-related matters.
- Support management in implementing HR initiatives and organisational improvements

Requirements

- Degree in Human Resources, or a related field.
- 8–10 years of relevant HR experience, with at least 3 years in a managerial role.
- Strong knowledge of Malaysian employment laws and statutory requirements.
- Good communication, interpersonal, and problem-solving skills.
- Mature, responsible, and able to handle confidential matters with discretion.
- Independent, organised, and able to manage multiple priorities

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