

PR/161326 | HR Officer

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
1621692

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10日 10:40

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
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 a Japanese company and one of the world's leading manufacturers of contact lenses. It was founded in 1951 and is recognized as Japan's first contact lens manufacturer.

Key Responsibilities:

- Conduct regular engagement sessions with employees and supervisors to identify concerns and build positive morale.
- Monitor absenteeism, punctuality, and employee behaviour trends; recommend and implement preventive actions.
- Facilitate onboarding sessions on company rules, code of conduct, grievance procedures, and discipline policies.
- Manage all disciplinary actions including show-cause, counselling, investigations, and domestic inquiries in compliance with Malaysian labour laws and company procedures.

- Ensure disciplinary actions are conducted fairly, timely, and in compliance with Malaysian Employment Act and IR regulations.
- Maintain updated records of IR cases, warning letters, counselling sessions, and disciplinary outcomes and consistent application of disciplinary procedures.
- Ensure compliance with Malaysian Employment Act, Industrial Relations Act, and other applicable laws and regulations.

Key Requirements:

- Bachelor's Degree in Human Resources, Business Administration, Industrial Relations, Law, or a related field.
- Preferable minimum 2–4 years of relevant experience in ER/IR, preferably in a manufacturing environment.
- Strong understanding of Malaysian labour laws, IR practices, and labour department procedures.
- Strong interpersonal, communication, and conflict-resolution skills.

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