



PR/157657 | HR Generalist

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1505123

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:32

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A leading pharmaceutical company is seeking an Assistant HR Manager (HR Generalist) for the Malaysia distribution business. This role involves developing and executing people strategies, managing recruitment, onboarding, employee relations, performance management, training, HR administration, and employee engagement. The successful candidate will act as a liaison between HQ HR, management, and employees, ensuring compliance with labor laws and company policies while fostering a supportive work environment.

JOB RESPONSIBILITIES

HR Generalist:

- Act as the HR department's representative, liaising between HR leadership, employees, and stakeholders to ensure clear communication of HR policies and initiatives.

- Maintain timely weekly and monthly HR reporting.
- Provide expert advice on HR policies and procedures, including employment legislation, talent management, performance management, recruitment, manpower planning, rewards strategies, and employee engagement.
- Manage all HR activities including recruitment, promotions, redesignations, internal transfers, onboarding, offboarding, and employee induction.
- Educate line managers and employees on policy/system changes, gather their feedback, and drive best practice communication across functions.
- Support the review and improvement of SOPs and workflows to enhance company practices.
- Foster a culture of engagement, morale, positive workplace relationships, productivity, and staff retention.
- Conduct job evaluations and salary computations.
- Oversee performance management processes, guide managers on feedback mechanisms, and promote a high-performance culture.
- Manage attendance/leave records and handle HR matters such as insurance, medical schemes, training bonds, and employee records.
- Process monthly payroll for Malaysia and submit reports to HQ HR for approval.
- Handle statutory matters, including government leave claims and EPF submissions.
- Ensure compliance and governance of HR matters to manage risks for Malaysia subsidiaries.

Administrative Duties:

- Review and manage travel arrangements for staff and guests.
- Maintain office facilities and equipment.
- Purchase and manage office, marketing, stationery, and pantry supplies.

JOB REQUIREMENTS

- Bachelor's degree in business or human resources from a recognized university, with 4-6 years of relevant experience as an HR Generalist, including payroll processing.
- Strong knowledge of Malaysia's Employment Act and Labor Laws.
- High proficiency in MS Office applications, particularly Excel and PowerPoint.
- Excellent analytical and problem-solving skills, with attention to detail and accuracy.
- Ability to multi-task and work independently in a dynamic, fast-paced environment.
- Proven track record as a reliable executor, analytical, resourceful, and meticulous.
- Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.
- Flexible and adaptable to changing needs and priorities.
- Collaborative, comfortable working in a matrix structure with multiple priorities.
- Resourceful with strong initiative to drive change.
- Capable of working independently and as an active team member within and across the HR team.
- Mandarin language skills preferred.

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Company Description