



PR/157944 | HR & Admin Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505202

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:33

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

HR Executive

A rapidly growing MNC in Simpang Ampat is looking for **HR Executive** to be part of their team. You will be a key part of helping the business to oversee HR operations, including task delegation, performance tracking, compliance audits, policy implementation, onboarding, employee evaluations, grievance management, and foreign worker administration, while ensuring legal compliance, monitoring key HR metrics, and supporting payroll, employee engagement, and retention efforts.

Main responsibilities of the HR Executive role

- Responsible for delegating HR tasks, setting team objectives, tracking employee development, and overseeing daily performance.
- Ensures compliance with audits, manages performance appraisals, develops policies to enhance the work environment, and monitors key HR metrics.
- Leads onboarding, evaluations, terminations, and handles foreign worker management.
- Oversees recruitment, employee engagement, and benefits, while ensuring compliance with labor laws and managing grievances and daily HR operations.

Key requirements

- HR professional with 3+ years of experience, holding a Bachelor's Degree in Human Resources or Business Administration
- expertise in designing and implementing company policies, advanced HR practices, and labor laws
- Strong in communication, interpersonal, analytical, and problem-solving skills, with experience in HR operations in manufacturing.
- Skilled in multi-tasking, maintaining confidentiality, and handling full-cycle recruiting, while being both a meticulous, hands-on team player and highly independent.
- Mandarin speaker is preferred.

Benefits

- Performance bonus
- medical benefits

If this opportunity sounds of interest to you then please send your resume to the quick apply button at the bottom of this page.

Company Description