



PR/158052 | HR Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505368

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:36

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

ABOUT THE JOB

Ensure that the HR department runs smoothly and supports the overall success of the organization.

JOB RESPONSIBILITIES

Aligning HR strategies with the overall business goals to support organizational growth

Managing the recruitment process, including job postings, interviewing, and hiring new employees

Acting as a bridge between management and employees, addressing grievances, and fostering a positive work environment

Implementing performance appraisal systems and providing feedback to ensure high performance

Assessing training needs and organizing development programs to enhance employee skills

Developing and maintaining pay plans and benefits programs

Ensuring the organization complies with local, state, and federal employment laws

Reporting to management and providing decision support through HR metrics

JOB REQUIREMENTS

Possess Degree in Human Resources Management.

Good communication skills.

Proactive, initiative for continuous improvement.

#LI-JACMY

#statekl

Company Description