



PR/158249 | HR & Admin Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505495

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:38

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

Our client is an established MNC electronics manufacturing company located at Kulai, Johor.

KEY RESPONSIBILITIES

To be responsible for overall HR and Admin function of the company, including general HR, payroll, general affairs, admin and safety & health.

To implement HR policies to in line with rules and regulations.

To liaise with HQ for internal audit regarding Responsible Business Alliance (RBA) Code of Conduct.

JOB REQUIREMENTS

Degree/diploma in business studies, HR or related field.

10 years experience in HR with experience with manufacturing industry.

Good communication in English both written and spoken.

Interested applicants are welcomed to apply online or contact Sue Sin for further information suesin.yong@jac-recruitment.com / 07-2781122 / 012-7378326 #LI-JACMY

Company Description