



## PR/158162 | HR & Admin Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1509044

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:24

### 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 a new start up Halal food manufacturing well-established company. They are setting up new factory in Gelang Patah, Johor Bahru area.

### KEY RESPONSIBILITIES

- To be responsible for HR task such as recruitment, onboarding, attendance, payroll and so on.
- To assist in general affairs role such as liaise with government authorities, while working closely with Corporate Office in regional office.
- To handle purchasing of direct and indirect materials.

**JOB REQUIREMENTS**

- Degree in Business Studies or related field.
- 3-5 Hands on experience in HR, Admin in food manufacturing industry.
- Good communication skills in English.
- Strong interpersonal skill, problem-solving skills.
- Able to maintain confidentiality.

Benefits

- Basic + Allowance + contractual bonus + training & development

Interested applicants feel free to apply online or contact Sue Sin for more information. [suesin.yong@jac-recruitment.com](mailto:suesin.yong@jac-recruitment.com) / 07-2781122  
#LI-JACMY

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Company Description