



PR/157416 | HR Executive

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1511015

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 17th, 2024 11:29

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 medical device manufacturing company from Europe.

MAIN RESPONSIBILITIES

- Location: Gelang Patah, Johor Bahru
- Handle HR functions including recruitment, training, employee welfare and benefits, compensation and disciplines issues.
- Implement effective sourcing, screening, and interviewing in attracting talents and hiring;
- Manage staff's attendance, movements, and leaves.
- Handle staff benefits, medicals, insurance, and other related matters.
- Support administrative tasks.

KEY RESPONSIBILITIES

- Min Diploma in HR, Business Studies or its equivalent.
- 1-3 years experience in HR and administration.
- Good communication skills in English.

BENEFITS

- Basic + allowance + bonus
- 5 days/week

Interested applicants are welcome to send in resume directly to faez.kamal@jac-recruitment.com or contact 07-2781122.

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Company Description