



PR/157938 | HR & Admin Manager

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1512309

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 8th, 2025 15:00

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

COMPANY OVERVIEW

A financial services company is expanding into the fitness industry by opening gyms across Malaysia. We are looking for a dynamic HR and Admin Manager to lead our Human Resources department. The ideal candidate will have a strong background in all areas of HR management and will be responsible for creating and implementing HR strategies that align with our business objectives. This position requires a proactive and innovative professional who can excel in a dynamic, fast-paced environment.

JOB RESPONSIBILITIES

- **HR Strategy and Planning:** Develop and execute HR strategies in alignment with business objectives, overseeing areas such as recruitment, onboarding, training, performance management, compensation, benefits, and employee relations. Ensure compliance with labor laws and regulations.
- **Payroll Processing:** Handle payroll processing, including wage calculations, employee payments, and tax return

preparation. Manage leave records, overtime calculations, and payroll for part-time employees.

- **Staff Scheduling:** Assist in adjusting rosters to meet operational minimum requirements.
- **Recruitment and Onboarding:** Oversee the entire recruitment process, including phone screenings, interview scheduling, reference checks, and pre-employment procedures. Ensure a smooth onboarding experience.
- **Staff Benefits and Welfare Management:** Manage panel clinic arrangements, follow up on medical claims, and maintain records. Liaise with insurance agents on staff-related matters, including Group Hospitalization & Surgical (GHS) and Personal Accident (PA) insurance. Update records for new hires and resignations, ensuring compliance with policy terms.
- **Office Administrative Role:** Support office facilities management, including monitoring company assets, coordinating with cleaning services, ordering office supplies, and managing travel and accommodation arrangements. Act as the main contact for general insurance matters.
- **Employee Relations and Engagement:** Promote a positive work environment, encourage employee engagement, address grievances, and assist management with employee relations issues to retain top talent.

JOB REQUIREMENTS

- Bachelor's degree in Human Resources Management, Business Administration, or a related field.
- Minimum of 3-5 years' experience in senior or managerial HR roles.
- Strong knowledge of HR principles, practices, and employment laws.
- Proven ability to act as a change agent, demonstrate innovation, self-motivation, creativity, and analytical problem-solving skills.
- Ability to work in a fast-paced, dynamic environment and manage multiple priorities.
- Excellent communication skills, with proficiency in multiple languages.
- Experience with HR software and payroll processing.

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Company Description