



## PR/158014 | ADMIN & HR MANAGER

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1512330

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 5th, 2025 13:00

### 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

Our client is an established manufacturing company in Pasir Gudang.

**KEY RESPONSIBILITIES**

- Location: Pasir Gudang, Johor
- Working: 5 days
- reports to MD
- Overall HR and admin function in the plant, including general affairs, administration, purchasing, IT and ISO related.

**JOB REQUIREMENTS**

- Degree in Business Admin, HR or related field.
- Minimum 7 to 10 years of experience in HR management and general affairs..

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) / 07-2781 122  
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Company Description