



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

December 24th, 2024 10:33

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 / 07-2781 122
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Company Description