



PR/158319 | Human Resource Executive / Sr Exe

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1512406

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 8th, 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

COMPANY & JOB OVERVIEW:

This bank, established in Malaysia in 2010, offers a comprehensive range of financial services including corporate finance, trade finance, forex and derivatives, cash management, and Islamic finance. It supports economic and trade exchanges between Malaysia and Japan, leveraging a global network to facilitate cross-border business growth. The bank is committed to providing tailored financial solutions to meet diverse client needs.

JOB RESPONSIBILITIES:

- Oversee and direct the selection and hiring processes for designated departments.
- Review and enhance policies and procedures related to selection and hiring.
- Support staff training administration and coordinate with training providers and the Parent Bank's relevant division.
- Arrange work permits and visas for expatriates.

- Maintain and update the related parties list in compliance with BNM guidelines.
- Assist with payroll for both expatriates and local staff, including EPF, SOCSO, and income tax matters.
- Provide support for various human resources tasks.
- Prepare HR-related reports for PB and authorities, including Bank Negara Malaysia.
- Set team goals for self-improvement and operational efficiency.
- Perform additional duties as assigned by the supervisor or manager.

JOB REQUIREMENTS:

- Capable of multitasking while maintaining a positive attitude.
- Proficient in interacting with all organizational levels.
- Possesses strong business acumen and can perform well under pressure.

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Company Description