



PR/158162 | HR & Admin Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512503

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 8th, 2025 11:01

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 a new start up Halal food manufacturing well-established company. They are setting up new factory in Gelang Patah, Johor Bahru area.

KEY RESPONSIBILITIES

- To be responsible for HR task such as recruitment, onboarding, attendance, payroll and so on.
- To assist in general affairs role such as liaise with government authorities, while working closely with Corporate Office in regional office.
- To handle purchasing of direct and indirect materials.

JOB REQUIREMENTS

- Degree in Business Studies or related field.
- 3-5 Hands on experience in HR, Admin in food manufacturing industry.
- Good communication skills in English.
- Strong interpersonal skill, problem-solving skills.
- Able to maintain confidentiality.

Benefits

- Basic + Allowance + contractual bonus + training & development

Interested applicants feel free to apply online or contact Sue Sin for more information. suesin.yong@jac-recruitment.com / 07-2781122
#LI-JACMY

Company Description