



## PR/158443 | Assistant HR Manager

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1515571

**Industry**

Electric Power, Gas, Water

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

March 25th, 2025 10:01

### 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

#### Company & Job Overview

A rapidly growing manufacturing industry company in Penang mainland is seeking for an Assistant HR manager to help the business to oversee and manage the full spectrum of HR activities, ensuring compliance with legal standards, fostering talent development, handling employee relations, and driving strategic HR initiatives to enhance organizational effectiveness. The ideal candidate will be responsible for HR recruitment & Payroll activities and must be familiar with Employment Act. This role requires at least 5 years of experience in HR Generalist role.

#### Job Responsibilities

- Oversee the full range of HR activities, including recruitment, payroll, employee benefits, and compliance with statutory regulations.
- Ensure all HR transactions and standards adhere to relevant Acts, legal requirements, and ethical standards.

- Liaise with the Labor Department, Income Tax Department, EPF, and SOCSO.
- Prepare applications for various government grants.
- Manage overall personnel and industrial relations functions within the company.
- Ensure company policies are communicated effectively, emphasizing the importance of a quality management system.
- Develop talent through effective resourcing practices to attract, engage, and retain key talents, and manage talent readiness and transition activities for critical leadership positions.
- Foster a harmonious working environment and handle employee grievances and welfare appropriately.
- Advise on people-related matters across departments, including employment laws, HR policies, hiring practices, performance concerns, and career development.
- Review existing processes and propose new initiatives to improve digitalization and the effectiveness of the HR function.
- Serve as the contact point for inquiries related to the company's HR policies, ensuring day-to-day HR matters align with the employee handbook, policies, and relevant labor laws.
- Participate in global HR strategy and implement strategic HR tools, policies, systems, and processes to enhance the organization's competitive edge by attracting and developing talent.
- Provide learning services and talent management initiatives, including training, development, rewards, and succession planning, to maintain healthy employee retention levels.
- Implement change management initiatives with business leaders to address human capital matters.
- Drive key people metrics, including budgeting, reporting, and data analytics, as required by the company.

#### **Job Requirements**

- At least 5 years of experience in a HR Generalist role.
- Bachelor's degree, Post Graduate Diploma, Professional Degree in Human Resources, Business Management, or an equivalent qualification is required.
- Mandarin speaker is preferred

#### **Benefits**

- Company trip
- Performance Bonus

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

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#### **Company Description**