



PR/158450 | HRIS & HR Data Specialist

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1515578

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 14th, 2025 10:42

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 and Job Overview

A well-established household retail company with millions of active users and a presence in over 9 countries is seeking talent as a HRIS & Data Specialist. The HRIS Specialist will ensure the smooth operation of a cloud-based HR management system. This role supports HR tasks, manages the system, assists with global audit compliance, and analyzes HR data to aid decision-making. This role will be based in Kuala Lumpur.

Job Responsibilities
System Operations and Maintenance:

- Oversee daily operations and maintenance of the HR system.
- Address user requests and issues, provide initial support, and liaise with vendors.
- Identify automation opportunities in HR processes.
- Integrate the HR system with legacy systems and ERP.

User Support and Training:

- Create training materials and conduct training sessions.
- Collect user feedback and implement improvements.
- Test new features and provide user training.

Reporting and Analysis:

- Ensure compliance with data privacy and security policies.
- Manage access control and log extraction.
- Prepare data for global IT audits.
- Generate statistical data for analysis and decision-making.

Vendor Management:

- Maintain communication and manage relationships with SaaS providers.
- Monitor SLA compliance and resolve issues.

Job Requirements

- Bachelor's degree in HR, IT, Business Administration, or a related field preferred.
- Over 4 years of experience in an HR or IT team.
- Understanding of HR workflows, with at least 2 years of experience using HR systems.
- Proficiency in PowerBI and data analysis tools.
- Strong problem-solving and communication skills with SaaS providers.
- Effective collaboration with HR and IT teams.
- Relevant certifications (e.g., HRIS, IT-related).
- Knowledge of HR laws and policies.
- Experience with SaaS HR systems, especially ZingHR.

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Company Description