



PR/158496 | HR Executive

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1517916

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 28th, 2025 11:03

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 Japanese based manufacturing company looking for Senior HR Executive. Responsible for the full spectrum of HR and administration.

Job Responsibilities

- Handle full set of payroll administration including on-time and accurate payroll processing, salary pay-outs and contribution submission i.e. EPF, SOCSO, EIS, Income Tax, HRDF etc. in compliance with all statutory requirements
- Liaise with government bodies on all statutory requirements
- Maintain employee profile and up-to-date leave records
- To check monthly staff's claims and do office and general manager petty cash claim

- To key in data/records in system and do proper filling system
- To assist in talent acquisition process - advertising, sourcing potential candidates through various platforms, arranging interview.
- To initiate and conduct employee engagement activities.
- Handle all general office administration and maintenance related works such as pantry, stationery etc
- To carry any ad hoc tasks assigned by superior

Job Requirements

- Bachelor's Degree or Diploma in Human Resource or any other related field
- Minimum 3 years of experience in human resource role
- Strong organizational, communication and multitasking skills
- Proficiency in Microsoft Offices

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Company Description