



## PR/158541 | Senior HR Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1521550

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

March 25th, 2025 03:00

### 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 OVERVIEW

A leading manufacturer of printing ink, known for representing prestigious global brands in the graphics industry, is looking for a full-time Senior HR Executive based in Shah Alam. This role covers the full range of HR functions, with a preference for candidates experienced in HR operations such as disciplinary actions, employee engagement, compensation and benefits etc. The ideal candidate will help foster a positive workplace, ensuring compliance and driving HR excellence.

#### JOB RESPONSIBILITIES

- Responsible for the full spectrum of HR functions, including recruitment, employee relations, performance management, compliance, and reporting.
- Stay updated with local employee relations legislation and ensure company HR policies are compliant.
- Develop and conduct orientation and training programs based on Training Needs Analysis.

- Generate and prepare ad hoc reports as requested by management.
- Address employee grievances in line with the grievance procedure.
- Collaborate with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Maintain accurate and complete workforce information in the HR information system.
- Prepare, update, and recommend HR policies and procedures.
- Perform other ad hoc duties as required

**JOB REQUIREMENTS**

- A Degree in Human Resource Management or a related field is required.
- At least 5 years of HR experience, preferably with an HR Generalist background; experience in the manufacturing industry is an added advantage. Payroll experience is not essential.
- Strong knowledge of labor and industrial relations laws and practices in Malaysia.
- Proficiency in both written and spoken English and Bahasa Malaysia.
- Excellent interpersonal and communication skills, with the ability to work effectively with management and employees at all levels.
- Strong analytical, problem-solving, and conflict resolution skills.
- Proactive, responsible, and capable of managing day-to-day HR operations and improving overall performance management.
- Computer literate, with proficiency in MS Office. Familiarity with Human Resource Payroll systems is an added advantage.
- Mandarin speakers are preferred.

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Company Description