



PR/158549 | HR Manager (IR&ER)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1521557

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 11th, 2025 10:32

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 rapidly growing manufacturing industry company in Kulim is seeking for an HR Manager (ER&IR) to oversee industrial and employee relations to ensure a positive and legally compliant workplace. The ideal candidate will be responsible for managing company policies, handling employee discipline, advising on best practices, and promoting a fair work environment. This role requires at least 5-10 years of experience in in Malaysian Labour Law, IR/ER, Employment Act.

Job Responsibilities

- Develop and implement policies and procedures in line with Malaysian labour laws.
- Ensure employee understanding and compliance, handle disciplinary cases, lead Domestic Inquiry proceedings.
- Train disciplinary panel members, manage grievances and conflict resolution.
- Drive a positive work environment by aligning with company values & executing engagement programs.

- Supporting onboarding and exit processes, organizing development initiatives, and handling additional responsibilities as assigned.

Job Requirements

- Bachelor's degree in human resources or with LLB qualifications, or related field required.
- Five to ten years of related experience required.
- Preferably Senior Executive / Asst. Manager / Manager specializing in Human Resources or equivalent.
- Strong supervisory and leadership skills.
- Strong knowledge & experience in Malaysian Labour Law, IR/ER, Employment Act and other related legislation.
- Able to speak in Mandarin because need to deal with China counterparts

Company Description