



PR/158706 | HR & Admin Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1526085

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 11th, 2025 10:44

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:

This healthcare company specializes in distributing medical devices and over-the-counter personal care products. Their product range includes fever and migraine cooling relief products, therapeutic heat wraps, and topical analgesics

JOB RESPONSIBILITIES:

- Manage office operations (company rules, damage control, cleaning, pest control, parking, rental agreements, etc.)
- Handle company insurance renewals (medical, product liability, warehouse, office fire insurance, etc.).
- Prepare holiday notices and holiday calendars.
- Communicate with the Labour Department.
- Govern website content (general affairs, minutes of shareholders' meetings, company rules, etc.).
- Plan and execute company events, meetings, and trips, as well as other irregular events.

- Prepare necessary documents and data for general affairs.
- Conduct IT, legal (compliance, PDPA), sustainability (SDGs promotion), and HR training (for current and new staff).
- Improve the job recruiting process, including aptitude tests.
- Manage employee onboarding and offboarding.
- Support expatriate employees (e.g., employment pass renewals).
- Manage staff attendance and leave, record medical and sick leave, and annual health check-up allowances.
- Handle staff complaints and inquiries (excluding HR matters).
- Manage company rules and regulations

JOB REQUIREMENTS:

- Diploma / Degree in HRM, Business Administration, or related discipline.
- Prefer candidate with at least 2 year of working experience in FMCG /Consumer Goods/ Healthcare industry.
- Good command in English, both spoken and written.
- Computer literacy in MS Office and Ms Excel.
- High accuracy in work, attention and detail

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Company Description