



## PR/158319 | Human Resource Executive / Sr Exe

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントマレーシア

#### 求人ID

1507274

#### 業種

銀行・信託銀行・信用金庫

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2024年12月03日 10:13

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### COMPANY & JOB OVERVIEW:

This bank, established in Malaysia in 2010, offers a comprehensive range of financial services including corporate finance, trade finance, forex and derivatives, cash management, and Islamic finance. It supports economic and trade exchanges between Malaysia and Japan, leveraging a global network to facilitate cross-border business growth. The bank is committed to providing tailored financial solutions to meet diverse client needs.

#### JOB RESPONSIBILITIES:

- Oversee and direct the selection and hiring processes for designated departments.
- Review and enhance policies and procedures related to selection and hiring.
- Support staff training administration and coordinate with training providers and the Parent Bank's relevant division.
- Arrange work permits and visas for expatriates.

- Maintain and update the related parties list in compliance with BNM guidelines.
- Assist with payroll for both expatriates and local staff, including EPF, SOCSO, and income tax matters.
- Provide support for various human resources tasks.
- Prepare HR-related reports for PB and authorities, including Bank Negara Malaysia.
- Set team goals for self-improvement and operational efficiency.
- Perform additional duties as assigned by the supervisor or manager.

**JOB REQUIREMENTS:**

- Capable of multitasking while maintaining a positive attitude.
- Proficient in interacting with all organizational levels.
- Possesses strong business acumen and can perform well under pressure.

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会社説明