



PR/157944 | HR & Admin Executive

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

1508931

業種

その他（商社）

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11日 15:21

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

HR Executive

A rapidly growing MNC in Simpang Ampat is looking for **HR Executive** to be part of their team. You will be a key part of helping the business to oversee HR operations, including task delegation, performance tracking, compliance audits, policy implementation, onboarding, employee evaluations, grievance management, and foreign worker administration, while ensuring legal compliance, monitoring key HR metrics, and supporting payroll, employee engagement, and retention efforts.

Main responsibilities of the HR Executive role

- Responsible for delegating HR tasks, setting team objectives, tracking employee development, and overseeing daily performance.
- Ensures compliance with audits, manages performance appraisals, develops policies to enhance the work environment, and monitors key HR metrics.
- Leads onboarding, evaluations, terminations, and handles foreign worker management.
- Oversees recruitment, employee engagement, and benefits, while ensuring compliance with labor laws and managing grievances and daily HR operations.

Key requirements

- HR professional with 3+ years of experience, holding a Bachelor's Degree in Human Resources or Business Administration
- expertise in designing and implementing company policies, advanced HR practices, and labor laws
- Strong in communication, interpersonal, analytical, and problem-solving skills, with experience in HR operations in manufacturing.
- Skilled in multi-tasking, maintaining confidentiality, and handling full-cycle recruiting, while being both a meticulous, hands-on team player and highly independent.
- Mandarin speaker is preferred.

Benefits

- Performance bonus
- medical benefits

If this opportunity sounds of interest to you then please send your resume to the quick apply button at the bottom of this page.

会社説明