



PR/157657 | HR Generalist

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

1512169

業種

福祉・介護

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24日 10:27

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 OVERVIEW

A leading pharmaceutical company is seeking an Assistant HR Manager (HR Generalist) for the Malaysia distribution business. This role involves developing and executing people strategies, managing recruitment, onboarding, employee relations, performance management, training, HR administration, and employee engagement. The successful candidate will act as a liaison between HQ HR, management, and employees, ensuring compliance with labor laws and company policies while fostering a supportive work environment.

JOB RESPONSIBILITIES

HR Generalist:

- Act as the HR department's representative, liaising between HR leadership, employees, and stakeholders to ensure clear communication of HR policies and initiatives.

- Maintain timely weekly and monthly HR reporting.
- Provide expert advice on HR policies and procedures, including employment legislation, talent management, performance management, recruitment, manpower planning, rewards strategies, and employee engagement.
- Manage all HR activities including recruitment, promotions, redesignations, internal transfers, onboarding, offboarding, and employee induction.
- Educate line managers and employees on policy/system changes, gather their feedback, and drive best practice communication across functions.
- Support the review and improvement of SOPs and workflows to enhance company practices.
- Foster a culture of engagement, morale, positive workplace relationships, productivity, and staff retention.
- Conduct job evaluations and salary computations.
- Oversee performance management processes, guide managers on feedback mechanisms, and promote a high-performance culture.
- Manage attendance/leave records and handle HR matters such as insurance, medical schemes, training bonds, and employee records.
- Process monthly payroll for Malaysia and submit reports to HQ HR for approval.
- Handle statutory matters, including government leave claims and EPF submissions.
- Ensure compliance and governance of HR matters to manage risks for Malaysia subsidiaries.

Administrative Duties:

- Review and manage travel arrangements for staff and guests.
- Maintain office facilities and equipment.
- Purchase and manage office, marketing, stationery, and pantry supplies.

JOB REQUIREMENTS

- Bachelor's degree in business or human resources from a recognized university, with 4-6 years of relevant experience as an HR Generalist, including payroll processing.
- Strong knowledge of Malaysia's Employment Act and Labor Laws.
- High proficiency in MS Office applications, particularly Excel and PowerPoint.
- Excellent analytical and problem-solving skills, with attention to detail and accuracy.
- Ability to multi-task and work independently in a dynamic, fast-paced environment.
- Proven track record as a reliable executor, analytical, resourceful, and meticulous.
- Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.
- Flexible and adaptable to changing needs and priorities.
- Collaborative, comfortable working in a matrix structure with multiple priorities.
- Resourceful with strong initiative to drive change.
- Capable of working independently and as an active team member within and across the HR team.
- Mandarin language skills preferred.

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