



## PR/158091 | HR Manager - International School

### 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

1512364

#### 業種

教育・学校

#### 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

2025年01月08日 14:00

### 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

An established international school in Penang is looking for a Human Resource Manager to manage full spectrum of HR functions including Recruitment & Selection, Compensation & Benefits, Performance Manager, Employee Relations as well as Office Administrative duties.

#### Job Responsibilities

- To handle the hiring cycle from job posting, interview to salary calibration and offering
- Provide advice on performance management, salary structure and employee welfare as and when needed
- To organize training and activities to promote employee relations and to increase morale and productivity
- Review HR policies and recommend improvements on a need basis
- To investigate and handle all allegations of staff misconduct and to administer appropriate disciplinary actions when required

#### Job Requirements

- Bachelor's Degree in Human Resources Management, Business Administration or relevant field
- Minimum 5 years of experience in HR Management involving in full spectrum HR functions
- Strong knowledge in employment law and regulations
- Proficient in English and Bahasa Malaysia
- Experience in education institute is an added advantage

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会社説明