



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

1512406

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24日 10:36

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.

#LI-JACMY
#statekl

会社説明