



PR/158162 | 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

1512503

業種

その他（人材サービス）

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 11:01

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

Our client is a new start up Halal food manufacturing well-established company. They are setting up new factory in Gelang Patah, Johor Bahru area.

KEY RESPONSIBILITIES

- To be responsible for HR task such as recruitment, onboarding, attendance, payroll and so on.
- To assist in general affairs role such as liaise with government authorities, while working closely with Corporate Office in regional office.
- To handle purchasing of direct and indirect materials.

JOB REQUIREMENTS

- Degree in Business Studies or related field.
- 3-5 Hands on experience in HR, Admin in food manufacturing industry.
- Good communication skills in English.
- Strong interpersonal skill, problem-solving skills.
- Able to maintain confidentiality.

Benefits

- Basic + Allowance + contractual bonus + training & development

Interested applicants feel free to apply online or contact Sue Sin for more information. suesin.yong@jac-recruitment.com /
07-2781122
#LI-JACMY

会社説明