



## PR/158443 | Assistant HR Manager

### 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

1515571

#### 業種

電力・ガス・水道

#### 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14日 10:42

### 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

A rapidly growing manufacturing industry company in Penang mainland is seeking for an Assistant HR manager to help the business to oversee and manage the full spectrum of HR activities, ensuring compliance with legal standards, fostering talent development, handling employee relations, and driving strategic HR initiatives to enhance organizational effectiveness. The ideal candidate will be responsible for HR recruitment & Payroll activities and must be familiar with Employment Act. This role requires at least 5 years of experience in HR Generalist role.

#### Job Responsibilities

- Oversee the full range of HR activities, including recruitment, payroll, employee benefits, and compliance with statutory regulations.
- Ensure all HR transactions and standards adhere to relevant Acts, legal requirements, and ethical standards.

- Liaise with the Labor Department, Income Tax Department, EPF, and SOCSO.
- Prepare applications for various government grants.
- Manage overall personnel and industrial relations functions within the company.
- Ensure company policies are communicated effectively, emphasizing the importance of a quality management system.
- Develop talent through effective resourcing practices to attract, engage, and retain key talents, and manage talent readiness and transition activities for critical leadership positions.
- Foster a harmonious working environment and handle employee grievances and welfare appropriately.
- Advise on people-related matters across departments, including employment laws, HR policies, hiring practices, performance concerns, and career development.
- Review existing processes and propose new initiatives to improve digitalization and the effectiveness of the HR function.
- Serve as the contact point for inquiries related to the company's HR policies, ensuring day-to-day HR matters align with the employee handbook, policies, and relevant labor laws.
- Participate in global HR strategy and implement strategic HR tools, policies, systems, and processes to enhance the organization's competitive edge by attracting and developing talent.
- Provide learning services and talent management initiatives, including training, development, rewards, and succession planning, to maintain healthy employee retention levels.
- Implement change management initiatives with business leaders to address human capital matters.
- Drive key people metrics, including budgeting, reporting, and data analytics, as required by the company.

#### **Job Requirements**

- At least 5 years of experience in a HR Generalist role.
- Bachelor's degree, Post Graduate Diploma, Professional Degree in Human Resources, Business Management, or an equivalent qualification is required.
- Mandarin speaker is preferred

#### **Benefits**

- Company trip
- Performance Bonus

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

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会社説明