



PR/158449 | SaaS HR System Operations Specialist

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

1515577

業種

小売

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04月22日 10:01

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

Company and Job Overview

A well known MNC consumer products company located in KL within public transport area is looking for SaaS HR System Operations Specialist. This role is responsible for the efficient operation of cloud-based HR Management System including supporting HR tasks and user needs, managing the system and assisting with global audit compliance. Additionally, the role involves analyzing and processing HR data to support decision making.

Job Responsibilities

System Operations and Maintenance

- Manage daily operations and maintenance of the cloud-based HR management system.
- Collect and analyze user requests, provide initial support, and communicate with the vendor.
- Identify automation opportunities in HR processes.

- Manage integration with legacy systems and ERP systems.

User Support and Training

- Develop training materials and conduct training sessions.
- Gather user feedback and implement improvements.
- Test new features and provide user training.

Reporting and Analysis

- Adhere to data privacy and security policies.
- Manage access processes and extract logs.
- Prepare data for global IT audits.
- Generate statistical data for decision-making.

Vendor Management

- Communicate and manage relationships with SaaS providers.
- Monitor compliance with SLAs and resolve issues.

Job Requirements

- Bachelor's Degree in Human Resources, IT, Business Administration or any related field
- Relevant certifications such as HRIS or IT-related certifications
- Minimum 4 years of experience in HR System use and understanding of Overall HR workflow
- Proficiency in PowerBI and data analysis tools
- Strong problem solving and communication skills with Saas providers
- Knowledge of HR related laws and policies
- Experience with SaaS HR Systems especially the ZingHR solution

#LI-JACMY
#statekualalumpur

会社説明