



PR/158450 | HRIS & HR Data 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

1515578

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03月25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-established household retail company with millions of active users and a presence in over 9 countries is seeking talent as a HRIS & Data Specialist. The HRIS Specialist will ensure the smooth operation of a cloud-based HR management system. This role supports HR tasks, manages the system, assists with global audit compliance, and analyzes HR data to aid decision-making. This role will be based in Kuala Lumpur.

Job Responsibilities

System Operations and Maintenance:

- Oversee daily operations and maintenance of the HR system.
- Address user requests and issues, provide initial support, and liaise with vendors.
- Identify automation opportunities in HR processes.
- Integrate the HR system with legacy systems and ERP.

User Support and Training:

- Create training materials and conduct training sessions.
- Collect user feedback and implement improvements.
- Test new features and provide user training.

Reporting and Analysis:

- Ensure compliance with data privacy and security policies.
- Manage access control and log extraction.
- Prepare data for global IT audits.
- Generate statistical data for analysis and decision-making.

Vendor Management:

- Maintain communication and manage relationships with SaaS providers.
- Monitor SLA compliance and resolve issues.

Job Requirements

- Bachelor's degree in HR, IT, Business Administration, or a related field preferred.
- Over 4 years of experience in an HR or IT team.
- Understanding of HR workflows, with at least 2 years of experience using HR systems.
- Proficiency in PowerBI and data analysis tools.
- Strong problem-solving and communication skills with SaaS providers.
- Effective collaboration with HR and IT teams.
- Relevant certifications (e.g., HRIS, IT-related).
- Knowledge of HR laws and policies.
- Experience with SaaS HR systems, especially ZingHR.

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会社説明