



PR/158496 | HR 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**

1517916

**業種**

その他（メーカー）

**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28日 11:03

**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 Japanese based manufacturing company looking for Senior HR Executive. Responsible for the full spectrum of HR and administration.

**Job Responsibilities**

- Handle full set of payroll administration including on-time and accurate payroll processing, salary pay-outs and contribution submission i.e. EPF, SOCSO, EIS, Income Tax, HRDF etc. in compliance with all statutory requirements
- Liaise with government bodies on all statutory requirements
- Maintain employee profile and up-to-date leave records
- To check monthly staff's claims and do office and general manager petty cash claim

- To key in data/records in system and do proper filling system
- To assist in talent acquisition process - advertising, sourcing potential candidates through various platforms, arranging interview.
- To initiate and conduct employee engagement activities.
- Handle all general office administration and maintenance related works such as pantry, stationery etc
- To carry any ad hoc tasks assigned by superior

**Job Requirements**

- Bachelor's Degree or Diploma in Human Resource or any other related field
- Minimum 3 years of experience in human resource role
- Strong organizational, communication and multitasking skills
- Proficiency in Microsoft Offices

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#stateselangor

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会社説明