



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02月25日 09:01

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 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

会社説明