



## PR/158706 | HR & Admin 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

1526085

#### 業種

監査・税理士法人

#### 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08日 18:00

### 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:

This healthcare company specializes in distributing medical devices and over-the-counter personal care products. Their product range includes fever and migraine cooling relief products, therapeutic heat wraps, and topical analgesics

#### JOB RESPONSIBILITIES:

- Manage office operations (company rules, damage control, cleaning, pest control, parking, rental agreements, etc.)
- Handle company insurance renewals (medical, product liability, warehouse, office fire insurance, etc.).
- Prepare holiday notices and holiday calendars.
- Communicate with the Labour Department.
- Govern website content (general affairs, minutes of shareholders' meetings, company rules, etc.).
- Plan and execute company events, meetings, and trips, as well as other irregular events.

- Prepare necessary documents and data for general affairs.
- Conduct IT, legal (compliance, PDPA), sustainability (SDGs promotion), and HR training (for current and new staff).
- Improve the job recruiting process, including aptitude tests.
- Manage employee onboarding and offboarding.
- Support expatriate employees (e.g., employment pass renewals).
- Manage staff attendance and leave, record medical and sick leave, and annual health check-up allowances.
- Handle staff complaints and inquiries (excluding HR matters).
- Manage company rules and regulations

**JOB REQUIREMENTS:**

- Diploma / Degree in HRM, Business Administration, or related discipline.
- Prefer candidate with at least 2 year of working experience in FMCG /Consumer Goods/ Healthcare industry.
- Good command in English, both spoken and written.
- Computer literacy in MS Office and Ms Excel.
- High accuracy in work, attention and detail

#LI-JACMY  
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会社説明