

HR Specialist

Jūsų užduotys

Job Profile

The HR & IR Specialist is responsible to support on all related HR administration and IR functions, ensures high quality, efficient and effective delivery of all services in scope according to stakeholders, customers, and legal requirement.

Job Description

1. Maintain good working relationship, develop employees' engagement, disciplinary reporting, manage disciplinary database and conciliation process.
2. Develop relevant Standard Operating Procedures (SOP) for the operational process of disciplinary and grievance procedures.
3. Develop effective employee communication including communication strategy and identification communication channels.
4. Ensure close monitoring and keeping track the utilization of the department's budget.
5. Support end-to-end recruitment process from preparing, sourcing, screening, selecting hiring and onboarding.
6. Support employee development program to gauge employee's productivity, efficiency and overall performance.
7. Ensure records compliance for areas of responsibility, including record retention of all documents, individual performance management, etc.
8. Establish and maintain department's filing and record system, both hardcopies and softcopies.
9. Provide support on related administrative role and day-to-day activities, administration of employee e-claims, staff purchase, employee movements, etc.

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Job Requirements

1. Academic diploma/degree in Human Resources or related disciplines
2. Minimum 5 years of experience in manufacturing industry
3. High proficiency in English and Bahasa Malaysia both spoken and written
4. A multi-tasker who strives in a fast-paced environment

Competencies

1. Demonstrate excellent communication, and interpersonal skills.
2. Good knowledge of Malaysian Labour Laws, industry trends and current issues.
3. Demonstrate project management and organizational skills.



Darbo ID
REF49806F

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