

# HR Manager

## Jūsų užduotys

We are seeking a strategic and collaborative location HR manager who can take care of below responsibilities:

### General Management and Strategy

- manage and coordinate all HR activities for the plant

- drive the implementation of the Corporate HR Initiatives in the Location (e.g. culture development, diversity)

- ensure the achievement of HR targets according to internal and external customer expectations (e.g. high quality of processes, data management and tools)

- participate in HR reviews and audits and implement required actions

- interface to sector or BA functions in order to gather local HR requirements and demands and other feedback

- prepare, review and manage the budget and forecast of HR cost centers

### HR Administration and Services and Labor and Employee Relations

- administrate payroll and benefits as well as personnel file, training and expat administration, exit management and timekeeping according to standards respecting budget and legal requirements

- steer and manage job evaluation, plant compensation policies and programs or compensation market benchmarking

- steer and facilitate annual salary review

- responsible regarding collective bargaining together with plant and/or legal entity management

- plan and implement local employee relations measures (e.g. motivation, conflict resolution, events, communication, etc.) to ensure positive work culture

- responsible local labor law adherence (e.g. minimum wage, working hours, labor agreement, etc.) according to standards

- represent the organization to the local community (i.e. employee representatives, spokesmen committee, local union)



Darbo ID  
**REF85198K**

Vieta  
**Seremban**

Lyderystės lygis  
**Leading Self**

Darbo laiko lankstumas  
**Onsite Job**

Juridinis asmuo  
**Vulcanite Malaysia Sdn. Bhd.**

## **Talent and Performance Management**

implement plant talent and competency management as well as planning, implementation and supervision of employee training (e.g. further education, leadership training, etc.) according to standards

ensure the talent and competency management programs are made available for target groups at the plant

## **Monitoring and Reporting**

ensure HR (KPI) monitoring and reporting (e.g. headcount reporting, labor availability, recruiting success, etc.) in cooperation with plant management and controlling

initiate and control measures to improve CBS performance

## **Continuous Improvement of HR Processes / Standardization**

ensure local implementation and application of central HR standards

provide feedback and input for further development of standards regarding HR processes and IT (e.g. recruiting process, personnel file management, etc.) to sector or BA functions

## **Reikalavimai**

- Degree in economics, law, HR, or a comparable qualification
- Several years of professional experience in a generalist HR role
- Fluent English language skills
- Flexible mindset while also considering the legal aspects
- Problem-solving ability and customer orientation
- Advanced knowledge of Microsoft Office
- Proficiency in HR information systems and analytics tools
- In-depth knowledge of labor laws and HR best practices

## **Mes siūlome**

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## **Apie mus**

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