

RECRUITMENT & TRAINING EXECUTIVE

Job Descriptions

Talent Acquisition/ Recruitment

- Representing company at career fairs and seminars.
- Liaise with universities and colleges on intern placement.
- Sourcing, screening and identify good candidates through online job portals and various platform.
- Understand hiring department requirements by studying organization plans and objectives to meet the hiring expectations.
- Create strategic plans in recruitment activities.
- Prepare and maintain up-to-date recruitment and selection documentation.
- Tabulate candidate offers package and salary proposal.
- Work out on recruitment process flow in staff portal Pelangi People.

Training and Development

- Prepare annual training plan & budget in managing the staff training needs, cost calculation and scheduling the annual training calendar.
- Develop training needs analysis, training master plan, training procedures to enhance training quality.
- Develop and deliver appropriate training programs to meet the training needs.
- Manage training evaluation feedback.
- Update new operation process/ new knowledge to staff.
- Input employee training histories into staff portal.
- Liaise with external trainers on relevant training programs.

Engagement Activities

- Conduct research and analysis to identify employee needs, interest, and concerns.
- Conduct employee engagement activities and compile data through informal interview.
- Data compilation can include collection of idea and suggestion from employees to improve work environment and work process.
- Engagement activities shall achieve company goal and improve employee motivation, employee retention and improve employees' sense of belonging.

Job Requirements

- Degree in Human Resources/ Psychology/ Business Studies/ Administration/ Management or equivalent.
- Minimum 3-4 year(s) of working experience in Talent & Culture/ Human Resources Department.
- Required language(s): Bahasa Malaysia & English
- Proficiency in Mandarin is an added advantage.
- Willing to travel within Malaysia from time to time.
- Willing to work on Saturdays, Sundays and Public Holidays (with paid OT) if necessary.
- Selected applicant will work in Wisma Pelangi, Bangi.

Required documents

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with a recent passport-sized photography;
- Transcripts from SPM to current education level;
- NRIC photocopy;
- Latest 3 months payslip.