

Human Resource Office

Job Highlights:

- Well Established Company
- Career Growth Opportunities
- Positive Working Environment

Job Descriptions:

- Conduct job postings, screening potential candidates, liaise with respective departments, interview arrangements, and ensure prompt feedback to the candidate and onboarding of successful candidates.
- Prepare all kinds of letters such as employment offers, confirmation, resignation, memo
- Maintain employee training records and preparing necessary documents for related training programs in accordance with ISO requirements.
- Responsible to coordinate new employee onboarding program.
- Establish and maintain good college relations for the industrial/management trainee program.
- Preparing of internal memo pertaining to company policies.
- Assist in coordinating and participating in company events and Employee Engagement activities when needed.
- Assist in the development and implementation of HR policies and procedures.

Job Requirements:

- Candidate must possess at least a Bachelor's Degree, Professional Degree, Human Resource Management, Business Studies/Administration/Management/Psychology, Marketing or equivalent.
- At least 2 years relevant work experience specializing in Human Resources or equivalent.
- Requires the ability to actively provide recruiting support to multi-site operations and be capable of effectively building positive work partnerships with geographically dispersed multiple staff levels.
- Demonstrated experience in change management, establishing trust and credibility, working independently, interviewing, and negotiating skills.
- Proficient in MS Office and possess good numerical and analytical skills.
- Meticulous and detailed.
- Good interpersonal and communication skills.
- Being well-versed with the latest Malaysian employment law, industrial law, and immigration law would be an added advantage.
- Proficient with Microsoft Office Suite and up-to-date knowledge in Google apps.
- Required language(s): English and Mandarin are a **MUST** (Both spoken and written).

Required document:

Interested candidates are requested to write in with:

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