

HR Sr Executive (Preferably Male Candidate)

In this position, you are responsible to support Company Wide Operation Needs includes HR specific functions. The said position coverage shall not limited to below listed items but solely act as guidance.

1. Support the development and implement HR initiatives and Systems
2. Provide counseling on policies and procedures
3. Actively involved in recruitment by preparing JD, posting ads and managing the hiring process.
4. Actively involve
5. Provide counseling on policies and procedures
6. Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
7. Create and implement effective onboarding plans
8. Develop training and development programs
9. Assist in performance management processes
10. Support the management of disciplinary and grievance issues
11. Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
12. Review employment and working conditions to ensure legal compliance
 - a. Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices
 - b. - Maintains the work structure by updating job requirements and job descriptions for all positions.
 - c. Maintains organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
 - d. -Prepares employees for assignments by establishing and conducting orientation and training programs.
 - e. - Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
 - f. - To ensure the daily and monthly staff and payroll (e.g. overtime, deductions, allowances, Incentive entitlement, etc)
 - g. - To ensure statutory payments are promptly remitted to the Authorities.
 - h. - Coordinate and compile information for annual performance reviews.
 - i. - Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors.
 - j. - Maintains management guidelines by preparing, updating, and recommending human resource policies, procedures and Hand Book.
 - k. -Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
 - l. - Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
 - m. - Maintains human resource staff by recruiting, selecting, orienting, and training employees.
 - n. - Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results.
 - o. - Contributes to team effort by accomplishing related results as needed.

- p. - Implementing and revising a company's compensation program
 - Creating and revising job descriptions
 - Conducting annual salary surveys
 - Developing, analyzing, and updating the company's salary budget
 - Developing, analyzing and updating the company's evaluation program
 - Developing, revising, and recommending personnel policies and procedures
 - Maintaining and revising the company's handbook on policies and procedures
 - Performing benefits administration
 - Maintaining affirmative action programs
 - Overseeing recruitment efforts for all personnel, including writing and placing job ads
 - Conducting new employee orientations and employee relations counseling
 - Overseeing exit interviews
 - Maintaining department records and reports
 - Participating in administrative staff meetings
 - Maintaining company directory and other organizational charts
 - Recommending new policies, approaches, and procedures

13. Skills and Qualifications:

- a. Hiring, Human Resources Management, Performance Management, Communication Processes, Employment Law, All related regulatory
- b. Diploma / Degree in Human Resource or equivalent.
- c. Preferably min 5 years' experience in Human Resource Management.
- d. Good command in English and Bahasa Malaysia (written and spoken).

14. Skills and Knowledge

- a. Well versed with Malaysian Labour Law and statutory guidelines and good working knowledge of HR practice.
- b. Good planning and organizing skills.
- c. Possess good follow up skills
- d. Able to maintain strict confidentiality.
- e. Adaptable to changes in dynamic environment.
- f. Diplomacy in handling diverse employee relations issues.
- g. Capable of accomplishing results with minimum supervision.
- h. Ethical, resourcefulness, self-motivated, and self-starter.