

KUMPULAN ERA ENGINEERING SDN BHD

NOW HIRING



JOIN OUR TEAM

**A FAST GROWING KESB COMPANY IS LOOKING FOR THE BEST CANDIDATES
TO FILL THE FOLLOWING POSITION**

HR ASSISTANT CUM ADMIN (MALE)

RESPONSIBILITIES

- Assist with day to day operation of the HR functions and duties
- Compile and update employee records.
- Process documentation and prepare reports relating to personal activities.
- Deal with employee requests regarding HR issues, rules, and regulations
- Assist in payroll preparation by providing relevant data.
- Coordinate communication with candidates and schedule interviews.
- Prepare monthly Payroll using By ERP System.
- Assist for preparation of statutory Payments (EPF, SOCSO, Income tax, HDRF & EIS)
- To ensure proper recording and filing of documents.
- To provide general administrative and clerical support including mailing, scanning, copying, name card requisition, office upkeep and maintenance.
- Keep record & update for all relevant company Documentation (Certifications, License, Road tax etc)
- Organize and arrange meetings between the parties involved in project implementation

REQUIREMENT

- Have at least Diploma or Degree in Any Field
- Having experience in Human Resource & Administration Preferred
- Male Preferably
- Able to write in English and Malay
- Must be able to work independently, multi tasking, detail oriented with good analytical skills and great common sense.
- Ability to keep highest integrity of professionalism and confidentiality.

DROP YOUR UPDATED CV & PHOTOCOPIES
CERTIFICATE TO
hr@era-eng.com

For More Information Please Call Fadzli (019-590 3960) HR Unit