

VACANCY NOTICE

REF: C02012024

POSITION	ASSISTANT MANAGER, HUMAN RESOURCES
LOCATION	PETALING JAYA, SELANGOR
INDUSTRY	EDUCATION
TYPE	CONTRACT <i>Note: Contractual position with yearly renewal based on employee performance.</i>

JOB SUMMARY

The Assistant Manager, Human Resources will provide support to the Head of HR with all aspects of the running of the HR Department, from hiring new employees to handling employees' complaints and concerns. He/she will have the following supervisory responsibilities:

- Hire and train new employees or assist management with this process
- Coordinate and oversee the day-to-day workflow of employees in the HR Department
- Assist the Head of HR to conduct performance evaluations
- Assist the Head of HR with employment actions, including discipline and termination of employees in accordance with Company policy

DUTIES & RESPONSIBILITIES

Human Resources

- Prepare job descriptions, post openings and interview candidates with other HOD/Managers for positions within the Company.
- Conduct new employee induction programme and create an onboarding and orientation experiences that help new employees feel comfortable with their new role and within the organisation.
- Assist academic staff to apply and renew teaching permits and process the applications (new and renewal cases) accordingly, reminding academic staff to upload all relevant documents to the Ministry of Higher Education e-IPTS system.
- Conduct exit interviews with departing employees to learn why they are leaving the company and how the Company might improve its retention rate in the future.
- Prepare reports and employment data, including recruiting statistics and turnover rate.
- Manage employee records and benefits, including payroll, health insurance, leave management and benefits entitlement.
- Manages the daily assigned tasks in the department to ensure tasks are completed on time and meet the needs of internal customers.
- Provide regular departmental feedback to the Head of HR on duties and activities of the team members in the department.
- Stay up-to-date on relevant industry trends and employment legislations to ensure compliance.

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Staff Training & Development

- Assist the Head of HR to conduct annual training needs assessment across the organisation.
- Administer and manage training programmes and processes, ensuring that HRDF grants are applied and claimed accordingly in a timely manner.
- Compile and maintain training records for all employees.
- Ensure that training evaluations are completed and submitted by employees who have attended training programmes.

Employee Relations, Engagement & Communication

- Collaborate with other HOD/ Managers to plan, direct and coordinate programmes, projects and staff activities/events.
- Ensure that all issues and concerns raised by employees are reported to the Head of HR promptly for resolution and action; assist the Head of HR to manage conflicts and resolve staff complaints in a timely manner.
- Develop programmes and initiatives to help HODs/ Managers foster engagement with their teams and creating a culture where employees feel valued and appreciated.
- Meet regularly with employees to build rapport, foster open communication and seek feedback; ensure that employees are comfortable to share ideas and raise concerns openly.

Others

- Undertake any other duties and projects as may be reasonably directed from time to time.

JOB REQUIREMENTS

- Bachelor's Degree in Human Resources/ Business/ Management or in any related field
- Minimum 5 years of relevant work experience in human resources
- Sound knowledge of all statutory legislations and regulations and labour laws
- Good understanding of HR functions
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, etc)
- Excellent organisational skills with ability to pay meticulous attention to detail and perform various tasks simultaneously and accurately
- Excellent time management skills
- Excellent interpersonal skills with ability to interact well with all levels of employees and ability to assist with problem solving
- Ability to work both independently and collaboratively
- Ability to maintain strict confidentiality of all records and information
- Excellent verbal and written communication skills
- Ability to work well in a team to achieve common goals