

VACANCY NOTICE

REF: J09012025

POSITION	SENIOR HUMAN RESOURCE EXECUTIVE
LOCATION	KUALA LUMPUR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

The Senior Human Resources Executive is responsible on daily basis for the full spectrum of HR functions including Compensation & Benefits, Employee Relations as well as HR Administrative Duties and other HR related supported services.

Key Duties & Responsibilities

1. Compensation & Benefits

- To prepare and handle payroll, salary and staff welfare/benefits on regular basis as required.

2. HR Administration

- To implement current HR policies and recommend improvements to the current HR policies and procedure on a need basis.
- To conduct exit interview analysis monthly.
- Implement Improvement Plans to drive employee engagement and productivity on a yearly basis.
- Responsible for the Office Administration and willing to be hands-on.
- Carry out any ad-hoc assignments as given by the Management.

3. Staff Attendance

- Monitoring attendance such as punctuality on daily basis.
- Review staff attendance and leave on monthly and yearly basis.
- To do an Analysis Report on weekly basis of persistent absentees whether sick leave or other types of leave.
- Consolidation of all the above attendance records, leave forms, MC records and submission of weekly, monthly & yearly reports of the same in HR2000 system and/or other system to the HR Manager in a timely manner.

4. Managing HR System

- Assist in developing clear monitoring measures in reporting and updating HR staff records in HR2000. These records include staff attendance, all types of leave, claims, medical certificates, time-slip, payroll documents and other HR related claims.

5. Filing of all personal documentation in a hard copy personal file in a systematic and timely manner.
6. Assist in the HR administrative duties such as drafting HR letters and related documentation from time to time and in the general administration of the day-to-day operations of the HR department.
7. Assist in school related projects/programs/tasks as and when directed by the HR manager or the principal.

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JOB REQUIREMENTS

- Bachelor's degree in Human Resources Management, Business Administration, or a related field
- Minimum years of experience in HR management, with a focus on recruitment, onboarding, payroll, learning and development, staff welfare, and staff discipline
- Experience in developing and implementing HR strategies and policies
- Strong knowledge of employment laws and regulations
- Excellent communication and interpersonal skills, with the ability to build positive relationships with employees, managers, and senior leaders
- Strong analytical and problem-solving skills
- Proficiency in written and spoken English, Bahasa Malaysia
- Knowledge in HR2000 will be an added advantage
- Experience in an education institute will be an added advantage