

VACANCY NOTICE

REF: C15122023

POSITION	ADMINISTRATIVE / HR OFFICER
LOCATION	PUCHONG, SELANGOR
INDUSTRY	MANUFACTURING
TYPE	FULL TIME

JOB SUMMARY

- Manage administrative functions for office daily administrative matters
- To perform general and office administrative duties
- Assist in general HR Operations such as HR policies & procedures, HR benefits, recruitment, learning & development, leave management, HR digitalization, employee engagement programs & company corporate events
- Assist in staff training activities and evaluations for audits purposes
- Assist in the planning and organizing of training program to cater for training needs such as administer and coordinate for various in-house training and external program
- Assist in internal employee communication
- Assist in expatriate management & local engineers work permit for Sabah and Sarawak
- Other relevant duties and responsibilities as may be assigned from time to time

JOB REQUIREMENTS

- Diploma in Business Administration / Management study / Human Resources or equivalent
- 1-2 years of working experience in the related field is preferred
- Proficient in Microsoft Office with good interpersonal, communication and analytical skill.
- Excellent time management skills and ability to multitask and prioritize work.
- Able to work independently with minimal supervision.