

VACANCY NOTICE

REF: C10022025

POSITION	HR & ADMIN ASSISTANT
LOCATION	TAMAN TUN DR ISMAIL, KL
INDUSTRY	F & B
TYPE	FULL TIME

JOB SUMMARY

- Provide administrative support to HR Manager.
- Manage and update HR database with different information including new hires, terminations, sick leaves, warnings, vacation and day off.
- To ensure the foreign workers permit is renew in timely manner.
- To ensure the outlet's premise license is up to date.
- Organize compile update company personnel records and documentation.
- Maintain schedule and coordinate calendar activities.
- Assist recruiters in posting job ads on careers pages and processing received resumes.
- Help organize and manage new employees orientation, on boarding and training programs.
- Handle stationary orders and other ad hoc tasks.

JOB REQUIREMENTS

- Diploma / Bachelor Degree in Human Resource/ Business Studies /Administrative Management and any related.
- Fresh graduates are welcome to apply.
- Excellent communications and interpersonal skills
- Excellent organizational and time management skills.
- Ability to effectively use computer software including Word, Excel and HR software (HR2000)