

VACANCY NOTICE

REF: C14082024

POSITION	HUMAN RESOURCE MANAGER
LOCATION	KUALA LUMPUR
INDUSTRY	CONSULTANCY – INTERIOR DESIGNING
TYPE	FULL TIME

JOB SUMMARY

- Responsible for the full spectrum of HR functions in supporting their business operations.
- Supervise HR staff performance and guide employees to better performance while ensuring good working relationships with employees.
- Develop strategies and implement changes that improve job knowledge.
- Ensure a fair recruitment plan and oversee new hiring, interviews, and orientations.
- Collaborate with the higher management to systematically manage the business operation in line with HR policy and compliance with labor laws.
- Drive employee engagement initiatives, implementing programs that foster a strong organizational culture, high employee morale, and a sense of pride in the workplace.
- Guide the HR staff as a leading authority in human affairs at all times.
- Managing the Expatriate application by liaising with the agency and Finance Manager to ensure a smooth process.
- Review, revise, and manage all matters relating to company insurance, such as GHS inpatient and outpatient.

JOB REQUIREMENTS

- Degree in Business, Human Resource Management or a related field.
- At least 8 years of HR hands-on working experience, preferably in the full spectrum of HR functions, and experience in leadership positions.
- Experience in dealing with foreign employees and expatriate management will be an added advantage.
- Experience in employee management, e.g. grievance, disciplinary, etc.
- Strong understanding of Malaysia employment laws and HR practices.
- Has experience in HR operational and strategic elements.
- High integrity and sensitivity when dealing with confidential information.
- Possess good interpersonal, organizational, and communication skills.
- Strong written and verbal communication skills. Fluent in English, both spoken and written.
- Familiar with cloud-based apps like Gmail, Docs, Drive, Calendar and Meet.
- Knowledge of HRIS is required.