

# VACANCY NOTICE

REF: U25062024

<b>POSITION</b>	<b>HUMAN RESOURCE MANAGER</b>
<b>LOCATION</b>	<b>PETALING JAYA, SELANGOR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>CONTRACT</b>

*Note: ALL employees are under contractual employment which is renewable.*

## JOB SUMMARY

We are seeking an experienced and innovative HR Manager with a strong background in traditional Human Resources and expertise in leveraging Artificial Intelligence (AI) tools to enhance HR operations. This role is pivotal in driving HR strategy forward by integrating AI technologies to streamline processes, improve efficiency, and foster a data-driven culture within the HR department.

### Key Responsibilities:

- Oversee and manage all core HR functions, including recruitment, payroll, onboarding, employee relations, performance management, compensation and benefits, training and development, and compliance with labor laws and regulations.
- Implement AI-driven solutions to optimize HR processes such as talent acquisition, employee engagement, workforce planning, and predictive analytics for better decision-making.
- Develop and execute HR strategies that align with the company's goals and objectives, utilizing AI tools to provide insights and data-driven recommendations.
- Ensure the effective use of technologies in daily HR operations, including automating repetitive tasks, enhancing candidate screening processes, and analyzing employee data to identify trends and opportunities.
- Train and mentor HR team members on the use of technology in HR, fostering a culture of innovation and continuous improvement.
- Stay updated on the latest trends and advancements in HR, implementing best practices to keep the HR department at the forefront of technology.
- Provide regular reports and presentations to senior management on HR metrics, AI integration progress, and overall HR performance.

## JOB REQUIREMENTS

- Bachelor's or Master's degree in Human Resources, Business Administration, or a related field.
- Extensive experience in traditional HR functions with a proven track record of successful HR management.
- Proficiency in AI applications relevant to HR, including AI-based recruitment platforms, HR analytics tools, and other AI-driven HR technologies.
- Strong analytical skills and the ability to interpret data to make informed HR decisions.
- Excellent leadership, communication, and interpersonal skills.
- Ability to manage multiple projects and priorities in a fast-paced environment.
- A proactive approach to problem-solving and a commitment to staying current with HR and AI advancements.