

# VACANCY NOTICE

REF: U26042024

<b>POSITION</b>	<b>HUMAN RESOURCE MANAGER</b>
<b>LOCATION</b>	<b>TTDI, SELANGOR</b>
<b>INDUSTRY</b>	<b>F&amp;B</b>
<b>TYPE</b>	<b>FULL TIME</b>

## JOB SUMMARY

- Develop and implement HR strategies and initiatives aligned with the overall company objectives.
- Lead recruitment efforts, encompassing sourcing, interviewing, and onboarding of new staff.
- Oversee employee relations including conflict resolution, disciplinary actions and performance improvement plans.
- Develop and implement HR policies and procedures to ensure compliance with legal requirements and best practices.
- Coordinate and oversee employee training and development initiatives to augment skill sets and competencies.
- Manage compensation and benefits programs including payroll administration and employee benefits enrolment.
- Maintain accurate HR records and ensure data integrity in HR systems.

## JOB REQUIREMENTS

- Must possess at least Bachelor's Degree/Post Graduate Diploma/Professional Degree in Business Studies/Administration/Management, Human Resource Management or equivalent.
- At least five (5) Years of working experience in the related field is required for this position.
- Detail oriented and strong organisational and problem-solving skills.
- Excellent communication and interpersonal skills.

## Professional Competencies

- Maintains a reputation for honesty, candor, confidentiality, fairness and reliability
- Good interpersonal and intrapersonal skills
- Delivers information effectively in a variety of settings including one-on-one, team setting, and presentations;
- Conscientious, thorough, accurate, and reliable when performing and completing job tasks
- Possesses knowledge and skills necessary to perform job
- Establishes priorities that address the details and timelines needed to achieve the intended results

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- Proactively anticipates and addresses concerns of employees, peers, upper management, and customers
- Sets realistic personal goals and work plans that are consistent with the business needs and strategies of the unit

## Behavioural Competencies

- Agile
- Dynamic
- Transparency and trustworthiness
- Versatility and adaptability
- Solutions oriented
- Courteous
- Good working attitude
- Good team player
- Articulate and meticulous
- Independent and resourceful