

VACANCY NOTICE

REF: UT04062024

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| POSITION | HUMAN RESOURCES MANAGER / ASSISTANT MANAGER |
| LOCATION | PENANG, MALAYSIA |
| INDUSTRY | EDUCATION |
| TYPE | FULL TIME |

JOB SUMMARY

The Human Resources Manager / Assistant Manager will support the full spectrum of HR functions including recruitment & selection, compensation & benefits, performance management, employee relations, industrial relations as well as office administrative duties and other HR related services.

Key Duties & Responsibilities

- Recruitment: Support end-to-end recruitment function from job posting to hiring including staff on-boarding.
- Compensation & Benefits: Provide advice on performance management and staff welfare/benefits; process monthly payroll and claims other yearly remuneration.
- Training & Employee Relations: Organize training and activities to promote employee relations and engagement.
- HR Administration: Conduct exit interview analysis and manage staff attendance and leaves.
- Disciplinary matters: Support in the handling of staff disciplinary matters.
- Administration task: Support the overall office administration and willing to be the hands-on approach.
- Carry out ad-hoc assignments as given by the Management.

JOB REQUIREMENTS

- Minimum Degree in Human Resources, Business Administration or a related field.
- Minimum 5 years of experience in HR operations.
- Strong knowledge of employment laws and regulations.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with employees, managers and senior leaders.
- Proficient in written and spoken English and Bahasa Malaysia.