

# VACANCY NOTICE

REF: JS04042024

<b>POSITION</b>	<b>ASSISTANT HUMAN RESOURCES MANAGER</b>
<b>LOCATION</b>	<b>PENANG, MALAYSIA</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL TIME</b>

## JOB SUMMARY

The Assistant Human Resources Manager is responsible on a daily basis for the full spectrum of HR functions including recruitment & selection, compensation & benefits, performance management, employee relations and industrial relations as well as office administrative duties and other HR-related services.

### Key Duties & Responsibilities

#### 1. Recruitment

- To handle end-to-end recruitment function from job posting to hiring including staff on-boarding.

#### 2. Compensation & Benefits

- To provide advice on remuneration and staff welfare/benefits as and when needed.
- To process monthly payroll and other yearly remuneration.

#### 3. Training & Employee Relations

- To organize relevant training and activities to promote employee relations and engagement.

#### 4. HR Administration

- To review current HR policies and recommend improvements on a need basis.
- To conduct exit interview analysis
- To manage staff attendance and leave
- To process relevant HR reports

#### 5. Disciplinary matters

- To manage staff disciplinary matters and administer appropriate actions in accordance with the Employment Act

#### 6. Office Administration Duties

- To manage office administration and carry out any ad-hoc assignments as assigned by Management.

# VACANCY NOTICE

---

## JOB REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration or a related field
- Minimum 5 years of experience in HR management, with a focus on recruitment, onboarding, payroll, learning and development, staff welfare, and staff discipline.
- Experience in developing and implementing HR strategies and policies.
- 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
- Strong analytical and problem-solving skills
- Proficient in written and spoken English and Bahasa Malaysia