

VACANCY NOTICE

REF: U08032024

POSITION	DEPUTY MANAGER, HUMAN RESOURCES
LOCATION	MELAKA
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

- Provide comprehensive administration to support on full spectrum of Human resources functions.
- Responsible for the full recruitment life cycle include but not limited to sourcing, screening, interviewing, checking references, preparation of Letter of Appointment and onboarding.
- Assist the HR Head with formulating policies, procedures, and changes, as well as communicating all updates to employees
- To support rewards, benefits strategies, and policies and reporting to comply with internal procedures for the company and compliance to the employment legislation development, governance, and regulations.
- Collaborate across functional teams in any HR related tasks or projects
- Keep abreast and ensure legal compliance with government's rules and regulations are update

JOB REQUIREMENTS

- Degree in Human Resource Management, Business Administration or its equivalent.
- Minimum 3-5 years working experience in Human Resources in full range of Human Resource functions.
- Deep understanding and well versed in Malaysian Labour Law including Employment Acts, Industrial Relations Acts and Government statutory requirements.
- Excellent interpersonal and communication skills.
- Able to work in a fast-paced environment independently with minimal supervision.
- Organized, meticulous and detail-oriented, proactive and highly initiative