	Centre West Industrial Supplies Sdn Bhd Centre West Chemicals Sdn Bhd Debut Resources Sdn Bhd	Doc. No.	HF-05
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	Job Description and Specification		

EMPLOYEE DETAILS			JDS No.: **HM-01**
Full Name	**Wong Yen Koon, Joey**	Joining Date	**13.02.2017**
Designation	**Group HR & Admin Manager**	Department	**HR & Admin**
Reporting To	**DIR-02 Group General Manager**	Direct Report (Subordinate)	**1**

JOB DESCRIPTION	
1	Act as PA to Group GM
2	Implementing HR strategies effectively, efficiently, and aligned to overall business objectives to ensure proper workforce in supporting Group strategic objectives.
3	Take charge of planning, implementation and review of all HR matters across the Group from recruitment & selection, training & development, performance management, compensation & benefit, disciplinary action, employee relations, maintaining staff records
4	Developing and implementing human resources policies and ensuring policy awareness & communications
5	Ensuring compliance with regulations, business licensing… to ensure organization operate ethically
6	Handling workplace investigations, disciplinary and termination procedures
7	Office administrator – Overseeing general office operation in ensuring upkeep, monitoring and maintaining office equipment, service agreement and pantry supplies
8	ISO Coordinator
9	In charge of payroll, EPF, SOCSO, Income Tax for CWC
10	Any ad-hoc work task assigned by the Management.

AUTHORITIES	
1	Selection and engaging office suppliers
2	Organizing training
3	Recruitment & Selection
4	Reviewing of ISO Process & Procedure & appointment of IA committee
5	Perform payroll related bank and statutory contribution transaction

DESIRED SKILLS AND COMPETENCY REQUIREMENTS	
1	Bachelor's degree in business administration, human resources or a relevant field.
2	A minimum of 3 years' proven experience in a similar role
3	Strong knowledge of labor legislation and compliance
4	Good understanding of full HR process.
5	Excellent verbal and written communication skills
6	Solid problem-solving and team management abilities
7	Ability to build and maintain positive relationships with colleagues

DELEGATION OF DUTIES DURING ABSENCE (INDICATE POSITION TITLE)	
1	HSE-01 Senior Executive, HR & Admin
2	HE-01 Admin Executive (Compliance)

Prepared by	**Joey Wong**	Approved by	**Bernard Chan**
Date	**31.12.2020**	Date	**31.12.2020**