SENIOR EXECUTIVE HUMAN RESOURCE & ADMINISTRATION

JOB DESCRIPTIONS

- Responsible for full spectrum of Human Resource and Administration functions and related matters including but not limited to recruitment, termination, training, attendance, performance appraisal, payroll administration and staff welfare
- Administer staff training including training plan, HRDF claim, collating the training evaluation to ensure effectiveness of training
- Develop and implements all Human Resource policies and processes to ensure that all Human Resource policies and procedures are in line with organization strategies
- Ensure compliances with Human Resource laws and regulations by studying existing and new legislation, enforcing adherence to requirements
- Liaise with the authorities & government body to ensure compliance
- Application and renewal of foreign workers work permit
- Establish good rapport and team spirit among all levels of employees
- To perform any other duties that may be assigned from time to time

JOB REQUIREMENTS

- Bachelor degree or Diploma in Human Resource, Business Administration or equivalent
- At least 5 years of working experience in the related field is required for this position.
- Able to work independently, aggressive and is a highly self-motivated individual commitment, resourceful, good team player and result-oriented
- Possess strong people skill with good communication and work with all levels of people of different department
- Good command of written and spoken in English and Bahasa Malaysia
- Computer knowledge of MS Word & MS Excel