美化學有限公司
May Chemical Sdn. Bhd.

JOB DESCRIPTION & CAPABILITY CRITERIALS

Doc No	FR/ADM/027	Rev No	1

Designation :	HR Manager
Department :	Account & Finance
Reporting to :	HR Head of Department

ROLES, RESPONSIBILITIES & AUTHORITIES

1. Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
2. Maintains the work structure by updating job requirements and job descriptions for all positions.
3. Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
4. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
5. Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.

PERSONAL CRITERIA

Sex preferred:	Male		Female		Any	√
Age range :	25-40					
Marriage status preferred :	Single		Married		Any	√
Stay area preferred :	Rawang					
Transportation :	Own Vehicle Preferred		Company Vehicle provided		N/A	√

ACADEMIC REQUIREMENT

Minimum requirement :	Primary		Secondary		Tertiary	√
Languange requirement :	English	Written √ Spoken √	Malay	Written √ Spoken √	Mandarin	Written ☐ Spoken ☐
Specific academic field :	Degree in Human Resources					
Post graduate detail :	N/A					
Professional detail :	N/A					

PERSONAL CAPABILITY & EXPERIENCE

General computer literacy :	M.Words	√	M.Excel	√	Others	
Specific software requirement:	N/A					
Working experience (years) :	Not required		Preferred (Min	2 years)		√
Specific related experience :	N/A					
Training requirement :	N/A				Frequency	

Proposed by: Date :	**Isaac Chew** **07/07/2021**	Approved by Date:	**Mani Maran** **07/07/2021**

美化學有限公司
May Chemical Sdn. Bhd.

JOB DESCRIPTION & CAPABILITY CRITERIALS

Doc No	FR/ADM/027	Rev No	1

Designation :	Engineer
Department :	Technical
Reporting to :	Technical Director

ROLES, RESPONSIBILITIES & AUTHORITIES

1. Prepare AutoCAD, drawing, P&ID, 3D drawing for project related.
2. Prepare detail project proposal.
3. Handle coordination work for all Emergency cases - Point of contact
4. Support ISO implementation
3. Handle site job when required.

PERSONAL CRITERIA

Sex preferred:	Male		Female		Any	√
Age range :	25-35					
Marriage status preferred :	Single		Married		Any	√
Stay area preferred :	Rawang					
Transportation :	Own Vehicle Preferred		Company Vehicle provided		N/A	√

ACADEMIC REQUIREMENT

Minimum requirement :	Primary		Secondary		Tertiary	√
Languange requirement :	English	Written √ Spoken √	Malay	Written √ Spoken √	Mandarin	Written ☐ Spoken ☐
Specific academic field :	Degree in Engineering (Chemical/Mechanical)					
Post graduate detail :	N/A					
Professional detail :	N/A					

PERSONAL CAPABILITY & EXPERIENCE

General computer literacy :	M.Words	√	M.Excel	√	Others	
Specific software requirement:	AutoCAD					
Working experience (years) :	Not required		Preferred (Min	2 years)		√
Specific related experience :	N/A					
Training requirement :	N/A				Frequency	

Proposed by: Date :	**Mani Maran** **07/07/2021**	Approved by Date:	**Dato Sri' Danny Chew** **07/07/2021**