

Job Opportunity: Human Resource Manager

Position Overview:

The Human Resource Manager will assist HR Director in managing the full spectrum of human resource responsibilities and activities of our Group of Companies in Malaysia. S/he responsible for the routine functions of manpower planning, recruitment, talent retention, HR budgeting, administering compensation & benefits programme, industrial relations, employee engagement, and regulatory compliances. S/he also needs to perform daily administrative functions of HR Department, oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.

Job Description:

- Administer and execute the full spectrum of HR responsibilities, HR related matters and HR activities for Leader Group of Companies in Malaysia
- Work with respective country HR team in developing, improving and standardizing HR guidelines, policies, and standards
- Coordinate HR operations by recruiting, training, coaching, and motivating HR staff; planning, monitoring, appraising, and reviewing staff job contributions and performances
- Manage the recruitment process (for all levels) which might include working with recruitment agencies for specific job positions
- Handles employee disciplinary matters such as counselling, meetings, domestic inquiry and investigation, and terminations
- Lead the HR team to protect the interests of employees and the Company in accordance with Group Human Resources policies and governmental laws and regulations
- Maintaining compliance with Country's Labor Law requirements by studying existing and new legislation and regulation; recommended best practices, regulatory changes, reviews policies and practices to maintain compliance.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishment
- Participates in executive, country management, and company staff meetings with a view of corrective actions and ensure that human resource issues are given full consideration in all decision making
- Participate in recommending employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation
- Support in general office administration duties and performs other HR/Admin duties as assigned.

Job Requirements:

- A minimum of Bachelor's Degree in Human Resources, Business Administration, Management or related field required.
- Minimum 10 years of Human Resource Management experience preferred.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Good organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge in employment-related laws and regulations.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- Supervise and direct other employees; able to cultivate relationships up, down, and across the organizational chain.
- Must assess, motivate, encourage, and discipline employees and build teams, resolve conflicts, and cultivate the organization' desired culture.
- Positive, go-getter attitude
- Attentive listener; understanding, empathetic, and personable.