

Human Resource Assistant / Officer

JOB DESCRIPTION

- To be able to handle full spectrum of HR functions that include, but not limited to, the administration of all statutory requirements i.e. Socso, EPF, Income Tax, HRDF, Labour Office, IR Dept. and Foreign Worker Issues.
- To maintain accurate employee database and personnel information.
- Monitor and review HR policies & procedures.
- Attend to all HR official correspondences, internal as well as external.
- Assist in overall recruitment activities.
- Conduct new employees' orientation program.
- Assist in training and HRDF training grant application / claims process.
- Administer and maintain proper filing system.
- Compile and maintain records for use in employee benefits administration.
- Carry out regular inspection of employees' attendance at all our facilities and provide feedback.
- Attend to all disputes and disciplinary problems involving employees and assist in resolving them.
- Manage all types of leave and generate periodic reports.
- Highlight all irregular labour or I.R practices.
- Attend to all external and internal matters related to the employment of foreign workers. e.g. work permit renewal, Fomema, insurance etc.
- Keep the HR Manager informed on all issues, decisions and any pertinent communication with any external party or within the plant.
- Obtain the Manager's approval before issuing directives or memorandums on any issues.
- Attend and prepare employees socso matters and file reports of accidents and injuries at establishment.
- Manage employee's insurance matters (e.g. P.A, Hospitalization & Surgical Insurance and Workmen Compensation insurance)
- To undertake any ad-hoc project or any other related task that may be assigned to you from time to time.

Job Requirements:

- Possess minimum a Certificate / Diploma / Degree in Business Administration, Human Resources Management or equivalent.
- At least 1 - 2 years hands-on working experience in Human Resources environment.
- Work effectively in a team environment and also able to work under pressure.
- Good interpersonal, time management skill, high initiative, independent, hardworking and responsible.
- Good communication and written skills in English Language and Bahasa Melayu.
- Good team player that can work collaboratively with internal & external parties.
- Applicants must be willing to work 5 and half days (Saturday-Half Day).
- Preferably Male Candidates (Female are encourage to apply too).
- Full-Time position(s) available