

# Job Recruitment Form

**Today's Date:**

21 June 2021

**Person-In-Charge:**

Thuresh & Genasan

**Company:**

Baba Products (M) Sdn Bhd

**Department:**

Human Resources

**Project Title:**

Job Vacancies

**Job Title:**

Human Resources Executive

**Job Description:**

\*Please refer enclosed Job Description.

Position : Human Resources Executive  
Expected Start Date : 31/07/2021  
Job Type : Full-time  
Salary : RM3,000.00 - RM4,000.00 per month

Job Requirements:

- Possess minimum a Diploma / Degree in Business Administration, Human Resources Management, or equivalent.
- 1 - 2 years of hands-on working experience in the Human Resources environment will be added advantages.
- Work effectively in a team environment and also able to work under pressure.
- Good interpersonal, time management skills, high initiative, independent, hardworking, and responsible.
- Good communication and writing skills in English Language and Bahasa Malaysia Well versed in Microsoft Word and Microsoft Excel
- Good team player that can work collaboratively with internal & external parties.
- Applicants must be willing to work 5 and half days (Saturday-Half Day).
- Fresh graduates are encouraged to apply.
- 2 Full-Time position(s) available.

Job description

Key Responsibilities:

1. 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.

2. To maintain accurate employee database and personnel information. Monitor and review HR policies & procedures.
3. Attend to all HR official correspondences, internal as well as external.
4. Assist in overall recruitment activities.
5. Conduct a new employees' orientation program.
6. Assist in training and HRDF training grant application/claims process.
7. Administer and maintain a proper filing system.
8. Compile and maintain records for use in employee benefits administration.
9. Carry out regular inspections of employees' attendance at all our facilities and provide feedback. Attend to all disputes and disciplinary problems involving employees and assist in resolving them.
10. Manage all types of leave and generate periodic reports.
11. Highlight all irregular labour or I.R practices.
12. Attend to all external and internal matters related to the employment of foreign workers. Fomema, insurance, etc.
13. Keep the HR Manager informed on all issues, decisions, and any pertinent communication with any external party or within the plant.
14. 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 the establishment.
15. Manage employee's insurance matters (e.g. P.A, Hospitalization & Surgical Insurance, and Workmen Compensation insurance)
16. To undertake any ad-hoc project or any other related task that may be assigned to you from time to time.