

## **Human Resources Executive**

### **Job Summary** *(Brief summary of Job Responsibility)*

To handle IR functions and maintain industrial best practices for betterment of the organisation.

### **Job Description** *(List of task carried out)*

- 1 To handle IR functions.
- 2 Assist in the implementation of the SAP Human Resource Management System (SAP HRMS).
- 3 Assist to review and update in implementing effective company disciplinary policies and procedures.
- 4 Keep abreast of latest judicial precedents on dispute resolution on matters related to employment laws. Identify legal requirements and government reporting regulations affecting human resources function and
- 5 ensure policies, procedures and reporting are complying. This also includes consulting legal counsel to ensure that policies complying federal, state, and related overseas law.
- 6 Keep the Senior Human Resource Manager / Human Resource Manager informed on all issues, decisions and any pertinent communication with any external party or within the plant.
- 7 Obtain the Senior Human Resource Manager / Human Resource Manager's approval before issuing directives or memorandums on any issues.
- 8 Assist write directives advising department managers of company policy regarding equal employment opportunities, compensation and employee benefits.
- 9 To undertake any ad-hoc project or any other related task that may be assigned to you from time to time by your superior/Management.

### **Education Requirement**

Bachelor's Degree/Diploma in Human Resource Management/Business Studies.

### **Skills Requirement**

Well versed with Malaysian Labour Laws i.e. Employment Act 1955, Industrial Act 1967.