

Responsibilities:

1. Develop and implement HR strategies and initiatives aligned with the overall business strategy.
2. Oversee the recruitment process, including job postings, interviewing, hiring, and onboarding.
3. Manage and improve employee relations, addressing demands, grievances, or other issues.
4. Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization.
5. Oversee and manage a performance appraisal system that drives high performance.
6. Ensure legal compliance throughout human resource management.
7. Oversee compensation and benefits plans to ensure they are cost-effective and competitive.
8. Manage payroll processes, ensuring accuracy and compliance with relevant laws and regulations
9. Assess training needs and develop programs to enhance employee skills and performance.
10. Foster a positive work environment and organizational culture.
11. Collaborate with senior management to understand the organisation's goals and strategy related to staffing, recruiting, and retention.
12. Implement HR systems and databases to streamline HR processes and improve efficiency

Qualification and Requirement:

1. Bachelor's degree in Human Resources, Business Administration, or a related field. A Master's degree or MBA with a focus on Human Resources is highly preferred.
2. Professional HR certification is desirable.
3. Minimum of 15 years of HR experience, with at least 5 years in a senior HR leadership role.
4. Proven experience in developing and implementing HR strategies that align with business objectives.
5. Extensive experience in employee relations, performance management, recruitment, and training and development.
6. Strong knowledge of employment laws and regulations.
7. Experience managing compensation and benefits programs.
8. Experience managing payroll processes and system.

Preferred Skills:

1. Well versed with Employment Act 1955, Industrial Relation Act 1967, Employees Provident Fund Act 1991, Employees' Social Security Act 1969, Income Tax Act 1967, Pembangunan Sumber Manusia Berhad Act 2001, Trade Union act 1969 and all other laws and regulations related to HR.
2. Excellent leadership and management skills.
3. Strong strategic thinking and problem-solving abilities.
4. Exceptional communication and interpersonal skills.
5. Ability to handle sensitive and confidential information with discretion.
6. Proficiency in HRIS and other HR software applications.
7. Ability to work in a fast-paced and dynamic environment.
8. Strong organisational and multitasking abilities