

Job Description –Human Resources Executive

RESPONSIBILITIES

- Assist in maintaining sound human resource planning to support company's present and future growth
- Develop strong understanding of company's job requirement and able to analysis and assign suitable and right resources to meet such requirement
- Able to carry out right recruitment drive to hire the right talent to meet company's need.
- Able to develop sound and fair work place regulations and policies
- To monitor and helps company to implement strategies to improve company's human resources performance
- Always review, revises and liaise with all government and interest parties to ensure the company meet its requirement

QUALIFICATIONS

- Bachelor's Degree in Personnel Management, Business Management, Social Science or Phycologist from an accredited university
- At least 3 years' experience in Human Resource Management or equivalent
- Knowledge and experience in Manufacturing environment helpful, but not required
- Ability to speak comfortably and confidently in front of Management and Groups
- Able to take Pro-active action and counter measures on issues
- Proficiency in Word, Excel, PowerPoint etc.

Visa sponsorship is not offered for this opportunity