

VACANCY NOTICE

REF: C19052023

POSITION	HUMAN RESOURCE EXECUTIVE
LOCATION	TELUK PANGLIMA GARANG, SELANGOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

- Responsible for daily HR correspondence and documentation which includes but is not limited to, staff employment.
- Prepare, update and maintain HR reports and records including employees record, attendance and leaves records, medical claims; etc.
- To assist in the administration of the annual performance appraisal, bonuses and salary review exercise.
- Be responsible for administratively managing and coordinating employee benefits.
- Ensure the safe custody and effective retrieval of all personnel documents, records and files retained within the HR department.
- Responsible for preparation of tax declaration for the employer as well as for all expatriate staff.
- Responsible for effectively managing staff onboarding.
- Initiate and manage employee engagement activities for school.
- To assist in recruitment process and record tracking including the recruitment of expat teachers.
- Be responsible to apply for and renew employment visa, teaching and working permit for the staff.
- To undertake any other HR functions and ad-hoc assignments or duties as and when assigned from time to time.

JOB REQUIREMENTS

- Degree in Business Administration, Human Resources Management or its equivalent.
- Minimum 2 – 3 years of working experience in a school environment.
- Able to work independently and interact effectively & efficiently at all levels.
- Excellent with using MS Office Applications.
- Experience in handling matters with MOE, ESD and Immigration is preferred.
- Excellent command of oral and written English and Bahasa Malaysia.
- Possess high degree of confidentiality and integrity.
- Must be a team-player with good interpersonal skills.
- Be able to work independently with minimum supervision.
- Must have excellent organisation skills and be able to prioritise.
- Be able to multi-task, be meticulous and have excellent communication skills.