

VACANCY NOTICE

POSITION : HUMAN RESOURCE EXECUTIVE (EXPAT MGMT)
LOCATION : JOHOR, MALAYSIA
INDUSTRY : EDUCATION

JOB SUMMARY

- Fully responsible for expatriate management (employment pass application, expatriate dependent application, EP /DP renewal, special pass, permit cancellation, mobility, pass endorsement etc.)
- To support on day to day operation and be an advisor on expatriate management.
- To execute international employee placement and work closely with international agencies and government officials.
- Assist on tax matters/liabilities and lodge relevant documentations with IRB and follow up closely for new expatriates and for expat staff leaving the country.
- Good connection with government's parties (eg. Talentcorp, ESD System , MYXpats, MYFuture Jobs and MYEntry etc) to obtain approval of visa application in Malaysia.
- Liaise closely with local approving agencies such as Ministry of Education, Johor State Education Department and relevant government authorities.
- Responsible on student visa application, renewal, special pass, check-out memo etc.
- Undertake special assignment, example during open day of school, assist Marketing team for any inquiry regarding international student, ad-hoc functions.
- Responsible to prepare and submit all paperwork regarding school license, teaching permit, staff permit, Ministry of Home Affairs license and other approval licenses to follow Malaysia regulation.
- To ensure school follow all regulation set by Malaysia Government to operate school effectively and comply to all the government regulations.
- Maintain professional filing system, both electronically and manually to support the information and management needs of the school.

JOB REQUIREMENTS

- Bachelor's Degree in Business Administration/ Management/ Human Resource Management
- Minimum 4 years' relevant experience.
- Able to lead the function independently.
- Good command of spoken and written English and Bahasa Malaysia.
- Mature, self-driven and adaptable to operational needs.
- Capable of multitask, highly responsible and very reliable.
- Flexible to travel frequently