

VACANCY NOTICE

REF: C30012023

POSITION	SENIOR EXECUTIVE, HUMAN RESOURCE
LOCATION	MONT' KIARA, KUALA LUMPUR
INDUSTRY	EDUCATION
TYPE	FULL-TIME

JOB SUMMARY

To provide assistance to Supervisor in all Human Resource spectrum including recruitment, training, performance management, employee relations/ industrial relations activities and ensure smooth daily Human Resource Department in day to day operations.

- To support recruitment and placement activities through the following:
 - Participate in the development of manpower plans and monitor manpower requisition against approved budget.
 - To check and verify the overall coordination of staff recruitment, confirmation, placement and separation activities in accordance with policies.
 - To prepare the draft content of recruitment advertisements, ensuring timely and effective publications of advertisements.
 - Maintain and ensure relevancy of all Job Descriptions.
 - Sort, organise and maintain an up-to-date applicant database, so as to provide ease of reference and retrieval Conduct research on the Internet to locate potential job candidates, recruitment sources / companies etc.
 - Plan, schedule and monitor interview session and required corresponding logistics. Administer tests, as applicable, and to obtain all relevant and required documentation from candidates.
 - Follow up on results of interview sessions with interviewers to ensure that turn-around timelines / standards are met.
 - Compile and submit all relevant documents for preparation of Letter of Offer to Manager, Human Resource, within the agreed turn-around time.
 - Prepare and arrange for mailing of correspondence to unsuccessful candidates to inform them of outcome of interviews.
 - Check to ensure Pre-Employment Medical Check Up is clear prior to the new staff reporting for duty.
- To support and coordinate training & development activities for staff
- Administer and analyze the HR Monthly Report.
- Maintain, update and ensure safe custody and confidentiality of employee records and other related documents of all personal file.

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- To support and/or implement performance management-related activities for staff.
- Participate in HR related programs, events etc. as assigned.
- To undertake any other tasks assigned by superior.

JOB REQUIREMENTS

- Bachelor in Human Resource Management, Business Administration or related education field.
- At least 5 years of working experience in a Human Resource specialize in Talent Acquisition role.
- Proven experience as a talent acquisition practitioner.
- Strong team player with hands-on style to deliver practical and effective solutions.
- Knowledge of Applicant Tracking Systems (ATSs).
- Experience with full-cycle recruiting, sourcing and employment branding.
- Understanding of various means of sourcing and recruitment strategies.
- Excellent communicator and brand ambassador.