

APPLY FOR HR MANAGER

Job Role

- Responsible for all key result areas of HRM & Administration matters whilst adhering to the allocated budgets.
- Provide timely insights on HR trends with perfect analytics to the higher management.
- Responsible to manage IR/ER matters while ensuring legal compliances.
- Plan and organize welfare events to maintain effective employee relations.
- Managing and focusing attract pillar of the organization by initiating many projects and programs.
- Continue the digital transformation of HR functions, eg. HRIS/ LMS/PMS.
- Take proactive initiatives for HR improvement to support the Business.
- Provide professional advice and guidance timely to the internal customers on HR issues.
- Responsible to initiate strategies to maximize employee engagement at all levels.

Please send your CV to,

reshanij@swisstekaluminium.com within 14 days of this advertisement, along with the names and contact information of two non-related referees.

Requirements

- MBA in HRM with a minimum of 5 years of working experience in a Managerial Category especially in a unionized working environment.
- Good command of English and Computer Literacy is a must. Excel on MS – Excel & Word.
- Versatile in decision-making and sound Administrative Capability.
- Proactive and Strategic thinker with full organizational and interpersonal citizenship behaviour.
- Willingness to accept challenges and manage stress.
- Specialized in HR Analytics & Industrial Labour Law will be an added advantage.
- Excel on Negotiation, Coaching, and Mentoring Skills

The position above comes with an attractive remuneration package with other fringe benefits on par with industry standards.

BE THE BEST BY JOINING THE BEST

Group HR Manager
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