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PR/158666 | Senior Human Resource Executive

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1548067

Industry
IT Consulting

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

JOB RESPONSIBILITIES:

Recruitment activities

- Work closely with department leaders and hiring managers to determine the organization's staffing requirements.

- Create and implement recruitment plans to attract qualified candidates, particularly for technical and operational positions in the data center.

- Manage the entire recruitment lifecycle, from job advertisement to employee onboarding.

- Collaborate with external recruitment firms when needed to fill challenging positions.

Employee Engagement

- Create and execute programs to cultivate a positive workplace culture and enhance employee engagement.

- Regularly administer employee satisfaction surveys and collaborate with management to resolve any issues or incorporate feedback.

- Develop retention strategies aimed at minimizing turnover, with an emphasis on employee development and career advancement opportunities.

Performance management

- Establish performance management systems, including appraisals, goal setting, and feedback sessions.

- Assist managers in resolving performance-related concerns and promoting ongoing employee development.

- Track employee performance to ensure it aligns with organizational objectives

Learning & Development

- Assess skill gaps and develop training programs to improve workforce capabilities.

- Collaborate with training providers to offer both technical and soft skills training.

Employee Relation & Compliance

- Serve as the primary contact for employee concerns, managing grievances and disputes with professionalism and confidentiality.

- Ensure the organization adheres to labor laws, regulations, and industry standards.

- Keep employee records and documentation in accordance with legal requirements.

Compensation & Benefits

- Help design compensation structures and benefits packages that are competitive within the data center industry.

- Manage the administration of employee benefits programs, such as health insurance, retirement plans, and other perks.

HR Administration

- Manage HR data confidentiality and security of sensitive information.

- Support payroll administration and handle other HR-related administrative duties.

Strategic HR initiatives

- Work with senior leadership to ensure HR strategy aligns with the overall business goals of the data center.

- Participate in change management processes during organizational transitions.

- Track and report on HR key performance indicators (KPIs) to measure the effectiveness of HR initiatives.

JOB REQUIREMENTS:

- Bachelor's degree in Human Resources, Business Administration, or a related field

- At least 5 years of HR experience in an IT or Engineering environment.

- Comprehensive knowledge of HR functions such as recruitment, employee relations, and performance management.

- Excellent communication and interpersonal skills, strong problem-solving abilities, and proficiency in organizational and multitasking skills.

- Familiarity with HR software systems and tools, and proficiency in the MS Office Suite.

- Detail-oriented, capable of multitasking, adaptable to a fast-paced environment, proactive, and skilled in managing complex HR issues.

- Ability to work both independently and collaboratively within a team.

- Strong work ethic and professionalism.

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Company Description