



PR/158666 | Senior Human Resource Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1548067

業種

ITコンサルティング

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年07月08日 16:32

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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.

#LI-JACMY

#StatePetalingJaya

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

会社説明