

Job Description

Position : Unit Head, Human Resource & Administration
Reports To : Senior Director
Location : Perak

Job Summary:

To formulate HR strategy and ensure that the HR functions proactively supports LATEXX by leading, developing and motivating an effective and professional HR team.

Duties & Responsibilities

- To manage the HR team ensuring that they are clear about expected standards of performance to provide professional HR services.
- To ensure the effective and appropriate HR Policies and Procedures are in place.
- To continually review and monitor progress against the HR action ad objectives and ensure that staff and budget resources are appropriately allocated and deployed.
- To develop mechanisms and produce regular reports on key HR performance indicators to ensure service delivery is consistent.
- To ensure that effective learning and development, recruitment and health and safety strategies, procedures and policies are developed implemented and monitored.
- To ensure that Managers and Staff receive effective and appropriate advice and support on the implementation and interpretation of HR policies and procedures.
- To ensure that effective communication mechanism are in place.
- Effective Foreign Worker management to ensure smooth working environment in Operations.
- Liaising with industry representaives to keep up with edveopment and market practices.
- To manage and lead on HR projects and initiatives ensuring that implementation is achieved on time and in budget.

Requirements:-

- Minimum Degree in Human Resources Management, Business Studies/Administration, Social Sciences, Psychology or other related discipline.
- 20 years experience in the similar capacity, about 15 years experience in leading and managing people.
- Experience in dealing with difficult and sensitive situations in a diplomatic and professional manner.
- Speaks fluent English. Open minded and flexibility.
- International exposure (either having lived abroad or work experience in an MNC)
- Potential to move upwards and be a candidate for other senior HR positions in the region.

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