

DESIGNATION	Section Head,
DEPARTMENT	Human Resources
SECTION	HR Operations
JOB RESPONSIBILITIES	<ol style="list-style-type: none"> 1) Lead and drive the management of Human Resources functions in particular industrial relations, trade unions management, employee relations, staff welfare benefits and medical services. 2) Accountable for the development, establishment, administration and implementation of employee disciplinary process and grievances procedures of the organization in order to support organizational business objective. 3) Responsible for the strategic and financial management as well as day-to-day operations of medical benefits to ensure cost-effectiveness and quality of medical services rendered to all employees; 4) Responsible to plan, review and administer insurance management (GHS/GPA/GTL) for employees and directors of the company 5) Responsible to manage Collective Agreement bargaining processes between the Management and two (2) in-house Unions to ensure continuous industrial harmony. 6) Coordinate employee engagement programs and manage staff welfare matters as stipulated in the company policies, procedures and Collective Agreements. 7) Participate and maintain networking within the group level and market players in the same or related industries to ensure up-to-date market data is available for analysis and comparative studies.

JOB REQUIREMENT/ COMPETENCY	<p>Academic Qualification Degree in Human Resources, Management, Information Systems or other related field.</p> <p>Knowledge/Skill competencies/Leadership</p> <ol style="list-style-type: none">1) Conversant with Malaysian Labour Laws2) Proficient in Microsoft Office (in particular – Excel)3) Excellent communication skills in Bahasa Malaysia and English4) Attention to details5) Information seeking skills6) Customer Service/Interpersonal/Courteous personality7) Strong leadership capabilities <p>Other requirements Preferably 10 years of experience in Human Resources, particularly in Industrial Relations, Trade Union Management & Disciplinary matters. Knowledge and hands-on experience in Collective Bargaining would be an added advantage.</p>
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