

JOB OPPORTUNITY

HR Generalist



Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

Organization details :

Company : Season Retail Management Sdn Bhd
Website : <https://www.facebook.com/seasonoptical>
Address : 35-01 JALAN CENGKERIK 5, TAMAN CEMPAKA, 81200 JOHOR BAHRU, JOHOR

Job Responsibility :

1. Talent Acquisition & Onboarding:
 - a) Manage the full recruitment lifecycle: from job posting and sourcing to screening, interviewing, and offering.
 - b) Coordinate with hiring managers to understand their hiring needs
2. Employee Relations & Engagement:
 - a) Serve as a primary point of contact for employee inquiries regarding HR policies, benefits, and procedures.
 - b) Address employee concerns in a timely and empathetic manner, providing guidance and conflict resolution when necessary.
 - c) Assist in developing and implementing employee engagement initiatives, wellness programs, and team-building activities.
3. HR Administration & Compliance:
 - a) Maintain and update employee records and HR databases (e.g., in the HRIS - Human Resources Information System) with high accuracy.
 - b) Prepare HR-related documents.
 - c) Ensure compliance with all federal, state, and local employment laws and regulations.
 - d) Process payroll inputs and coordinate with the finance department.
4. Learning & Development:
 - a) Identify training needs within the organization.
 - b) Track employee training participation and effectiveness.

Job Requirements and Qualifications :

1. Strong knowledge of HR functions and best practices, including employment law.
2. Exceptional interpersonal, verbal, and written communication skills.
3. Demonstrated ability to handle sensitive situations with discretion, tact, and confidentiality.
4. Excellent time management and organizational skills with the ability to prioritize tasks in a fast-paced environment.
5. Proficient computer skills.
6. A team player with a positive attitude and a strong work ethic.

Benefits : -

Person-in-charge :

Name : Caster
Contact No. : 016-722 1864
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