JOB OPPORTUNITY

HR officer/Executive

Type of Vacancy : Full Time

Preferred education level (s) : Degree

Preferred Major (s) : Business

Organization details :

Company : Messer industrial Gas Sdn Bhd

Website : -

Address : 63, Jalan Teknology 2, Taman Teknology 81400 Johor

Job Responsibility :

1) Handle HRD related issue
2) Planning for worker training
3) Handle full spectrum of HR & Admin functions including manpower planing, recruitment, compensation andbenefi ts & performance management.
4) Responsible in maintaining the human resource database and all employees records.
5) Plan and develop training activities, career and leadership development program.
6) Manage employee relation issue in a confi dential manner, including disciplinary and grievances.
7) Ensure the implementation of company policies, SOP, rules and regulations and monitor compliance, to be inline with company goal.
8) Liaise with local authorities for compliance or regulation issues.
9) Assist in the development and implementation of HR policies and procedures.
10) Manage foreign workers related matters (visas, work permit & renewal).
11) To perform any other task as assigned by superior from time to time.

Job Requirements and Qualifications :

1) Diploma/Advanced/Higher/Graduate Diploma, Bachelor'sDegree/Post Graduate Diploma/Professional Degree
2) Years of Experience : Min 2 years (Junior Executive)

Benefits :

✓ Follow labour law

Person-in-charge :

Name : Angela

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