

SENIOR HR MANAGER

RESPONSIBILITIES:

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Responsible for all policies, procedures and programs relating to the human resources.
- Reports to the GGM concerning employment, personnel policies and procedures, employee records, medical, management development, training certification, salary administration, employee benefits administration, employee communication, safety and security.
- Learning and Education – to develop employees skill and managing training program in the factory.
- Managing the employees welfare in all workers’ hostel.
- Familiar with foreign worker matters.
- To analyse and submit report of all departments human resource related matters.
- To have the optimum number of workforce for the respective departments and monitor the workforce adequacy closely.
- Works with all levels of management to provide human resources function including but not limited to employee relations, benefits, full-cycle recruiting and workers compensation.
- Consistent evaluation of the company’s recruitment program to include continued relationship building with community resources, temporary agencies and monitoring of best practices regarding recruitment strategy.
- Consistently maintaining favorable and effective relations among employees, accountable for motivating and stimulating supervisors and managers to ensure consistent, equal and fair treatment of their employees.
- Must use care and judgement to ensure fairness and equity throughout the counseling process.
- Knowledge of the company’s benefit programs and their application must be complete. Incumbent acts as benefits counselor to both management and employees.
- Have strong interpersonal skills and able to liaise with official organization and government department.
- Able to oversee EHS department.

Requirements:

- Bachelor’s degree/Diploma in Human Resources/Business Administration or related field.
- Proven working experience as HR Manager.
- Minimum 7 years working experience in related field.
- People oriented and results driven.
- Knowledge of HR systems and database.
- Ability to architect strategy along with leadership skills.
- Excellent active listening, negotiation and presentation skills.
- Competence to built and effectively manage interpersonal relationship at all levels of the company.
- In-depth knowledge of labour law and HR best practices.
- Have basic knowledge of EHS.