



## PR/158360 | Senior HR Officer

### Job Information

**Recruiter**
[JAC Recruitment Malaysia](#)
**Job ID**

1512437

**Industry**

Electric Power, Gas, Water

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 10:37

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company & Job Overview

A rapidly growing electronics industry company in Penang Island is seeking for a Senior HR Officer to help the business to provide comprehensive HR support by addressing employee concerns, managing industrial relations, ensuring regulatory compliance, delivering effective communication and training, participating in EHS audits, overseeing employee services, and supporting general HR administration. The ideal candidate will be responsible and act as a point of contact for employee concerns and providing counselling by ensuring compliance with company policies and legal regulations. This role requires at least 5 years of experience in IR, RBA Audit & transport management.

#### Job Responsibilities

- Serve as a contact point for employee concerns, providing counselling while ensuring adherence to company policies and legal regulations.

- Promote a positive work environment by addressing employee grievances and implementing effective communication strategies.
- Assist in managing industrial relations matters, including disciplinary actions and dispute resolution.
- Ensure compliance with labour laws and regulations, fostering harmonious relationships between management and employees.
- Ensure compliance with the Responsible Business Alliance (RBA) Code of Conduct.
- Stay informed about changes in laws and regulations to align company policies with current standards.
- Prepare and deliver presentations to various stakeholders, including management, employees, and external parties.
- Communicate HR policies, procedures, and updates effectively across all organizational levels.
- Conduct internal training sessions on relevant HR topics.
- Participate in Environmental, Health, and Safety (EHS) audits, particularly those related to HR functions.
- Ensure HR-related EHS practices comply with company policies and regulatory requirements.
- Manage Greenhouse Gas (GHG) reporting requirements, ensuring accurate data collection and timely submission of reports.
- Oversee the management of employee services, including ESD garments, transportation, and canteen facilities.
- Ensure efficient and effective delivery of these services to meet employee needs.
- Address and resolve any issues related to employee services promptly.
- Assist in developing and implementing HR policies and procedures.
- Support various HR functions, including recruitment, onboarding, and related activities.

#### **Job Requirements**

- Diploma or Degree in HR Management or a related field.
- At least 5-8 years of practical experience in Employee Relations/Industrial Relations (ER/IR).
- Excellent interpersonal skills with the ability to communicate effectively with all employees.
- Proven capability to lead HR projects as needed.
- Proficient in both Bahasa Malaysia and English, with strong communication skills in both languages.
- In-depth knowledge of Malaysian labour laws and regulations.
- Skilled in using Microsoft Office applications.
- Experience in participating in both internal and external EHS (Environment, Health, and Safety) and RBA (Responsible Business Alliance) audits.
- Outgoing personality with strong problem-solving skills.

#### **Benefits**

- Hybrid & Flexi hour
- Bonus

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

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#### **Company Description**