



PR/158091 | HR Manager - International School

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1505331

業種

教育・学校

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2024年11月19日 11:35

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

An established international school in Penang is looking for a Human Resource Manager to manage full spectrum of HR functions including Recruitment & Selection, Compensation & Benefits, Performance Manager, Employee Relations as well as Office Administrative duties.

Job Responsibilities

- To handle the hiring cycle from job posting, interview to salary calibration and offering
- Provide advice on performance management, salary structure and employee welfare as and when needed
- To organize training and activities to promote employee relations and to increase morale and productivity
- Review HR policies and recommend improvements on a need basis
- To investigate and handle all allegations of staff misconduct and to administer appropriate disciplinary actions when required

Job Requirements

- Bachelor's Degree in Human Resources Management, Business Administration or relevant field
 - Minimum 5 years of experience in HR Management involving in full spectrum HR functions
 - Strong knowledge in employment law and regulations
 - Proficient in English and Bahasa Malaysia
 - Experience in education institute is an added advantage
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会社説明