

Manager, Human Resource

Location	Tanjung Langsat,Pasir Gudang Johor
Position	Full-time
Qualification	Minimum Degree in Human Resource Management or equivalent discipline.
Requirement	<ul style="list-style-type: none"> • At least 2-3 years of solid end-to-end HR experiences. • At least 5 year(s) of working experiences in Human Resource preferably in manufacturing industry. • Possess strong Strategic thinking skills & analytical skills. • Excellent communication and people skills • Has a strong drive to lead the HR within a challenging environment and able to execute projects with minimum supervision or guidance. • Self-motivated and discipline • Good communication and interpersonal skill • Good auditing and report writing skill • Highly computer literate • Good communication, interpersonal and supervisory skills
Responsibilities	<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Assist the Head of HR to provide support on all HR operational matters. • Responsible for the full spectrum of Human Resource functions, including recruitment, learning and development HRIS, industrial relations and employee relations. • Guides management and employee actions by researching, developing, writing and updating policies, procedures, methods and guidelines, communicating and enforcing organization values. • Develop and deliver strategic in iterative across the broad spectrum of HR, in particular in the areas, of business process improvement and to contribute at a high level to policy and organizational development • Lead and direct the development and implementation of HR Strategies, policies, system and processes to provide the required organizational structures, processes and skills to enable it to meet its strategic objectives and to comply with relevant legislations. • Provide leadership in industrial relations, including providing accurate advice on employment legislation, leading or participating in managing change processes and in resolving grievances, disputes or other industrial matters. • Develop recruitment strategies to attract the right talent and implement programs for effective employee's retention. Oversee the selection process of key employees. • Coach and develop the HR team to achieve business plan objectives.

To apply for this position, please send your resume with cover letter to:

recruitment@msmsugar.com