

HUMAN RESOURCE DEPARTMENT, HRD

Senior Executive (Talent Management)

- **Report to: Manager Talent Management and Head of Human Resource**
 - Position Level: Senior Executive
 - Qualification: Bachelor Degree at any relevant field
 - Years of Experience: 3-5 years of experience in relevant field
 - Employment type: Permanent
 - Specialization: Talent Management (General HR, Recruitment/staffing, Compensation & Benefits, Employee/Labor Relation, Management, Organizational Development, Change Management)

- **Responsibilities:**
 - a. Responsible for assisting Manager Talent Management to plan, recruit and manage new hires;
 - b. Participate in Training Management that involves analysing, designing, implementing and evaluating training;
 - c. To assist Manager Talent Management to manage the activities around employee performance assessment, tracking, metrics, and appraisal;
 - d. To assist Manager Talent Management to ensure employee's understanding of performance measures, job expectations, clarity of goals and objectives and performance results; and
 - e. To assist Manager Talent Management to oversee salary structure, implementing compensation and benefit's program, and staffing needs with cost controls, and help ensure that policies, procedures and programs are in alignment with the organization's overall strategic objectives and HR vision.

- **Qualifications:**
 - a. Bachelor Degree in Human Resource/ Psychology/ Business Administration/ any relevant fields
 - b. 3-7 years working experience in related field
 - c. Highly motivated and able to handle pressure and work in a tight schedule
 - d. Excellent in report-writing (English and Malay)
 - e. Good communication skills and ability to build rapport quickly
 - f. High integrity and have good sense of urgency