

DEPARTMENT: HUMAN RESOURCE DEPARTMENT (HRD)

- 1. Position: Assistant Manager**
Unit: Talent Management
Report to: Manager Talent Management, Head of Human Resource

Summary Position:

Assist Manager Talent Management in talent acquisition, training and development, support to develop Employee Value Proposition or any other HR Development day-to-day activities.

Key Accountabilities:

- a) Manage the complete recruitment process, sourcing and shortlisting candidates; manage interviewing sessions;
- b) Support to create competency models for each grade;
- c) Support to develop individual development plan for key employees;
- d) Manage organization wide training agenda and training;
- e) Leading training classes or providing one-on-one training to employees;
- f) Supervising employees and providing additional training and coaching as needed to ensure everyone is performing their job properly;
- g) Prepare Training SOP, policies;
- h) Oversee Internship, Management Trainee Program and Future Leaders Program; and
- i) Managing projects as assigned and organising teams to assist in these efforts.

Qualifications:

- a) Bachelor degree in Human Resource, Business Administration, Psychology or any relevant fields.
- b) Minimum of 7 years of experience in human resources, organizational development, and talent development.
- c) Intermediate-advance level in Microsoft Office Suites (Word, Excel, PowerPoint, Outlook).
- d) Passion for developing employees and excellent communication skills.
- e) Able to multitask due to high work demand.
- f) Creative and able to work well under pressure.
- g) Has high attention to detail and able to conduct training sessions when required.
- h) Willing to contribute in a fast-paced environment.

- 2. Position: Senior Executive**
Unit: HR Operation (Payroll)
Report to: Manager Human Resource, Head of Human Resource

Summary Position:

Responsible to perform the monthly payroll processing and all other payment related that is paid via payroll system. Responsible to ensure salaries are paid in timely and accurate manner. Revise and check payroll details on regular basis, revising variance report for LTAT staff, act as a liaison officer with EPF and LHDN, preparing emolument budget and any other tasks given from time to time.

Key Accountabilities:

- a) Managing HR Payroll system and ensuring details of services and salary arrangements in the HRMS system is correct and precise, i.e. yearly increment, ETK, new hire details, promotion exercise, bonus and incentives, retirement, loans, LHDN, EPF, zakat and other payroll related tasks;
- b) Ensure salary payment is made on time;
- c) Preparing variance report;
- d) Preparing yearly bonuses/incentives for staff;
- e) Checking bonus calculation/incentives;
- f) Ensure data entry into the HRMS is correct and precise;
- g) Preparing memo to FAD for payment process via CI, ;Liaise with EPF and LHDN;
- h) Registering to EPF on any changers in employer's contribution rate;
- i) Liaising with LHDN for managing retirees' income tax;
- j) Managing loan application process for car loan, house loan and personal loan; and
- k) Preparing emolument budget; and Any other tasks given from time to time.

Qualifications:

- a) Bachelor degree in Human Resource, Business Administration, Accounting or any equivalent fields.
- b) Minimum of 2 years of experience in relevant field with hands-on experience.
- c) Experience in payroll and salary analysis is an advantage.
- d) Intermediate – Advance level of MS Excel.
- e) Keen attention to detail (numbers).
- f) Able to interact with staff at all level.
- g) Good time management skill.