

## Human Resource Executive

### JOB DESCRIPTION

- Bridge management and employee relations by addressing demands, grievances, or other issues and handle staffing issues/ industrial relation issues.
- Enforce company policy and implement disciplinary action which is in compliance with labour law.
- Prepare job description and Involved in recruitment activities from time to time.
- Prepare letter of appointment/ employment agreement and implement effective induction program/ onboarding/ orientation for new hire.
- Monitor the employees' attendance and absenteeism on daily basis and provide the reports in timely manner.
- Assess training needs, and coordinate learning and development initiatives for all employees.
- Work with head of departments in performance management/ evaluation processes.
- Maintain, revise and improve the company's handbook on policies and procedures as and when required.
- Oversee the completion of compensation and benefit documentation.
- Develop and execute internal communication strategy. Enhance employee relations through effective communication channels with all levels of employees and implement employee relations activities which will lead to a more efficient and motivated workforce.
- Support all internal HR related inquiries and requests.
- Manage confidential documents, both electronic and physical records and maintain good and organized filing for data retrieving.
- Act as key person for central records of all original important documents.
- Coordinate and assist with company's event as and when required.
- Maintain absolute confidentiality and handle all tasks given expeditiously.
- Undertake any other tasks and responsibilities assigned by superior and/or management as and when required from time to time.

### JOB REQUIREMENT

- Diploma/Degree in Human Resources or equivalent.
- Good working knowledge of mandatory local labor legislations and human resources practices.
- Pleasant personality and able to communicate well with all levels of people.