

HR & Admin Executive

Job Description:

1. Bridge management and employee relations by addressing demands, grievances, or other issues and handle staffing issues/ industrial relation issues.
2. Enforce company policy and implement disciplinary action which is in compliance with labour law.
3. Prepare job description and Involved in recruitment activities from time to time.
4. Prepare letter of appointment/ employment agreement and implement effective induction program/ onboarding/ orientation for new hire.
5. Monitor the employees' attendance and absenteeism on daily basis and provide the reports in timely manner.
6. Assess training needs, and coordinate learning and development initiatives for all employees.
7. Work with head of departments in performance management/ evaluation processes.
8. Maintain, revise and improve the company's handbook on policies and procedures as and when required.
9. Oversee the completion of compensation and benefit documentation.
10. 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.
11. Support all internal HR related inquiries and requests.
12. Manage confidential documents, both electronic and physical records and maintain good and organized filing for data retrieving.
13. Act as key person for central records of all original important documents.
14. Coordinate and assist with company's event as and when required.
15. Maintain absolute confidentiality and handle all tasks given expeditiously.
16. Handling various administrative and clerical responsibilities such as answering phone calls, taking and conveying messages, making appointments, ordering office supplies.
17. Receive and sort daily mail/deliveries/couriers.
18. Provide documents received to respective department.
19. Preparing meetings, conference rooms, and visitor offices.
20. Respond to all requests in a courteous, professional manner at all times.
21. Maintain a neat and well-groomed appearance.
22. In charge of company's logistic.
23. Develop and carry out an efficient documentation and filing system for both paper and electronic records.

24. Organizing, compiling, and updating company records and documentation Support the organization and execution of company events and activities.
25. Assist with preparing meeting agendas, materials, and presentations. Take meeting minutes and follow up on action items.
26. Undertake all other duties, tasks, and responsibilities as required by the management.
27. Manage the execution of marketing activities for marketing campaigns, promotions, publicity, advertising, and events.
28. Plan, write and design posts for social media platforms, including Facebook, Instagram, LinkedIn and Twitter.
29. Design and write content for marketing collaterals (e.g. buntings, banners, posters, brochures, infographics, etc.) and other platforms.
30. 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 Business Admin, 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.