

Assistant HR Manager (C&B Focus)

- Based in Shah Alam, Malaysia

- Salary Package: Annual Base Salary (around RM 75,000) + Annual Petrol Allowance of RM7,200 + Bonus + Benefits

ERLMS Limited is a professional management consulting firm specialising in providing Organisational & Human Resource Management Consulting, IT System Development & Solution and Executive Search services to companies worldwide.

Our client, a leading electronics manufacturing services provider with a network of facilities in more than 30 countries, is seeking an Assistant HR Manager (Compensation & Benefits Focus) to support the HR department in developing and implementing company's HR initiatives, programmes and policies across offices and manufacturing sites in Malaysia.

Reporting to the Senior HR Manager, your primary roles and responsibilities include:

- Support the Senior HR Manager in developing, implementing and managing HR activities and issues in offices and manufacturing sites.
- Report into the Business Unit HR Manager, and partner with the HR Manager to implement initiatives locally.
- Work closely with the Senior HR Manager to implement HR strategies and policies, to provide HR support and guidance, and to support in a broad range of projects and programmes as directed by the Business Unit HR and/or Global HR Leadership teams.
- Develop and implement Compensation and Benefits and Expatriate Management strategies and programmes to align with corporate and business policies.
- Assist in developing and implementing Performance Management, Talent Management and Employee Recognition programmes and policies.
- Assist in developing and implementing industrial and employee relations solutions and plans to support business needs; including developing employee communication programmes, and conducting skip level meetings and focus group sessions.
- Support and provide advice and solutions on HR Information Systems & Metrics.
- Assist in conducting daily HR operational activities and in providing daily HR solutions to people management issues.

KEY SKILL AND ATTRIBUTE REQUIREMENTS FROM THE INDIVIDUAL

- Good compensation and benefits experience, a definite advantage.
- Good analytical and problem solving skills.
- Working experience in systems planning, cost-benefit analysis and workflows processes.
- Good experience in management projects across cross-functional teams, an advantage.
- Good interpersonal skills, ability to work and communicate effectively at different levels.
- Good language skills in both written and spoken English; fluent in spoken Mandarin/Chinese Dialect/Malay or Tamil is an added advantage.
- A well organised individual who can work under pressure with good business sense and judgment.
- Familiar with MS Word / Excel and PowerPoint skills, including the use of formulas and pivot tables in Excel reporting and analysis.

WORK EXPERIENCE AND QUALIFICATION

- Bachelor Degree holder.
- Minimum 7 – 8 years of experience as a HR Generalist, with exposure working in the compensation and benefits area.
- Working experience in a multinational company with more than 1000 employees, a definite plus.

Strong HR and C&B professionals from within multinational companies are most encouraged to apply.

The Hiring Company would like to have someone on board as soon as possible. Interested candidates, please send in your application immediately.

To apply, please email your detailed resume to ERLMS Limited on jane.foong@erlms.com. Please also indicate in the resume your current and expected annual salary packages, a must please.

ERLMS Limited

Management Consulting & Services

All information collected is solely for recruitment purpose and will be treated in the strictest confidence.