

Cluster Human Resource Manager, Malaysia, Thailand and Vietnam

- Based in Petaling Jaya, Malaysia

- Annual Salary of around RM 125,000 + EPF + 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 world leader in lipsticks, fragrances, anti-aging skincare and cosmetic products, is seeking a Cluster HR Manager to be based in Petaling Jaya with overall responsibilities for all HR operational activities across Malaysia, Thailand and Vietnam.

Reporting to the Head of HR, Malaysia, Thailand and Vietnam, your primary role includes:

- Responsible for managing Industrial Relations activities across Malaysia, Thailand and Vietnam.
- Oversee and manage HRIS, Compensation & Benefits and Payroll strategies for the organisation and oversee the implementation of HR Information Systems and related activities across the 3 countries.
- Maintain and continuously improve the functional integrity of HR and Payroll systems across the 3 countries, including database management of PeopleSoft System.
- Responsible for completing and updating Data file, e-performance, Merit Net and knowledge based website of the company.
- Act as the driver and subject matter expert for all HRIS and Payroll management initiatives and programmes, including interfacing with cross country and local management to provide advice on all HRIS and Payroll management related matters for the 3 countries.
- Lead country HR and Payroll professionals on day to day operation and functionality of HRIS system; producing reports, maintaining data integrity, implementing system upgrades, supporting system users, managing HRIS administration queries, controlling the system back up and interfacing with vendors.
- Support global and regional directions on the development and implementation of HR technologies.
- Support the development and implementation of global and regional HRIS and Payroll projects and initiatives.

Key Skill and Attribute Requirements from the individual:

- A HR Generalist with strong HRIS and Payroll management experience and skills.
- Demonstrate a strong level of knowledge and skills in the development and implementation of HRIS and Payroll solutions.
- Good knowledge of HRIS and Payroll systems, in particular strong knowledge of PeopleSoft systems.
- Customer focused, able to establish and maintain effective customer relationships.
- Strong attention to detail, analytical, and enjoy working as part of a team and result oriented.
- Computer literate and a good understanding of information technologies, in particular workplace applications.
- Good communication and interpersonal skills.
- General understanding of business operations and strategies.
- Experience in dealing with senior management, external consultants and providers.

Work Experience and Qualification:

- University graduate in human resources or business related degree.
- 10 years of experience in HR with multi-national companies, including some years in the HRIS and Payroll management area.

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 resume with a covering letter to ERLMS Limited on executivesearch@erlms.com. Please also indicate your current and expected salary packages in your resume (a must).



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