

# HR Business Partner, Malaysia

- **HR Business Partnership and Operational focus**
- **Based in Petaling Jaya, Malaysia**

- **Annual Cash Compensation + Bonus + Benefits, negotiable**

**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, one of the world's largest technology and engineering companies, is seeking a Human Resources Business Partner to be responsible for the company's human resource operational activities for Malaysia.**

**Reporting directly to the Human Resources Director, South East Asia and functionally to the Local Country Head, your primary responsibilities include:**

- Support Human Resources Director in overseeing and managing all HR activities within a local based organisation of about 100+ local employees in Malaysia and support the South East Asia regional executive teams in all people management issues.
- Work closely with the HR team in establishing and developing strong HR business partnerships and establish strong relationships with managers across the company which includes supporting, coaching and providing advice and HR business solutions to line managers and staff.
- Provide direction and advice to the Business Leaders and HR Business Partners on all areas of HR management.
- Work closely with HR functional teams to meeting organisational HR plans and objectives.
- Lead and manage the administration of the human resources policies, procedures and programmes to achieve desirable objectives.
- Focus on making sure the HR functional teams in Malaysia and South East Asia (Recruitment, Selection, Compensation & Benefits, Payroll, Learning & Development, Employee Relations and HRIS teams) deliver sound services and solutions to internal clients that meet business needs.
- Support Human Resources Director in overseeing and managing employee relations, communications, expatriate services and daily HR operational and administration tasks.
- Ensure all HR and administration processes are cost effective and efficiently carried out.
- Assist Human Resources Director, South East Asia to:
  - Support in leading the full spectrum of HR activities across Malaysia,
  - Ensure delivery of high quality HR services and contribute to the operational leadership of a changing and dynamic organisation,
  - Coordinate staff recruitment activities and selection process,
  - Prepare certification for employment and pre-employment medical examination for new employees, and perform personal profile analysis for potential new hires,
  - Administer new employee orientation; prepare and distribute a complete set of New Employment Kit to new hires and assure that policies are in compliance with local country laws for designated countries within South East Asia and ensure that implementation processes are adhered to corporate Business Ethics and Programme Policies,
  - Coordinate interim performance appraisal for employees on probation,
  - Prepare organisational announcement for new employees as well as employee transfer and promotion,
  - Manage payroll system; ensuring local statutory requirements and compliances are met,
  - Prepare monthly headcount and payroll report for distribution to the relevant parties/business leaders,
  - Coordinate training and development activities, prepare annual training plan and manage training activity records,
  - Oversee employee annual leave and medical leave administration and records,
  - Facilitate and consolidate annual performance appraisal exercise for bonus and salary review,
  - Prepare and compile the annual corporate salary and wage proposal with inputs from respective Department Heads,
  - Facilitate Outpatient Medical Benefit, Group Hospitalization and Surgical, Group Personal Accident, Group Term Life and Group Travel Insurance related matters,
  - Administer employee communication programmes, including annual employee opinion survey, quarterly communication meetings, notices on bulletin board, newsletters, employee suggestion scheme and other employee programmes,
  - Prepare reports and data consolidation for participating in pay trends and salary surveys (Towers Watson, Mercer etc.) and make recommendations for salary proposals,
  - Manage and handle projects such as job evaluation, job analysis, HR information systems, psychometric assessments, training needs analysis and other employee/organisational surveys,
  - Assist in conducting regional and special projects,
  - Assist in regional recruitment and expatriate management as and when necessary,
  - Review and update the progress of HR activities with Human Resources Director – South East Asia on a weekly basis, and
  - Perform any other human resources related duties as assigned by the Human Resources Director, South East Asia.

## **KEY SKILL AND ATTRIBUTE REQUIREMENTS FROM THE INDIVIDUAL**

- Strong business and commercial acumen.
- Good HR planning and operational management experience.
- Good understanding of the complexities of people management practices.
- Good customer orientation and sensitive to cross-cultural environment and consulting with multiple stakeholders.
- Excellent interpersonal, presentation and persuasive skills that can influence senior management.
- Good people management and leadership capability.
- Experience in dealing with senior and top management executives of different nationalities.
- Ability to work under pressure, challenging working environment and tackle problems in a positive way.
- Strong knowledge in computerised Accounting and Payroll applications.
- Technical Competencies in:
  - Labour & Industrial Laws,
  - Towers Watson/Mercer Remuneration Survey,
  - Personality Profile Analysis, and

- Targeted Selection Interviewing Skills.
- Good command of both written and spoken English and Bahasa Malaysia.
- Computer literate - Microsoft Word, Excel and PowerPoint.

**WORK EXPERIENCE AND QUALIFICATION**

- Bachelor's Degree or Higher in Human Resources Management/Business administration/Social Sciences.
- Minimum of 5 years of Human Resources Management experience from large multinational corporations.
- Experience working with expatriates is highly preferred.

**HR Generalists from leading multinational companies are 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 with a covering letter explaining your suitability for the position to ERLMS Limited on [executivesearch@erlms.com](mailto:executivesearch@erlms.com). Please also indicate in the resume details of your current annual compensation and benefits package and the expected annual compensation and benefits package that you wish to receive in the new role.**



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