

Senior Manager, HR and Employee Relations, Penang

- Based in Penang, Malaysia

- Salary Package: Base Salary (negotiable) + 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 a Senior Manager, Human Resources & Employee Relations to lead and manage the human resource and employee relations operational function in Penang, Malaysia.

Reporting to the Director, Human Resources and with the support of HR Officers, your primary roles and responsibilities include:

- Support the Director, HR in all HR operational and employee relations activities and HR issues for the Penang office and sites.
- Act as a key business partner and work closely with the Director, HR and the management team to drive all employee relations and industrial relations activities.
- Partner with HR functional specialists and management team to develop and implement industrial and employee relations solutions and plans to support business needs, ensuring a positive climate in the office and sites in Penang.
- Provide advice and solutions to business units on general HR operational and employee relations issues.
- Work with business partners on manpower planning and strategies, including direct and non-direct labour staffing recruitment and employment, compensation and benefits management, employee performance management, employee coaching, employee training and development, talent acquisition and employee communication and relationship management activities.
- Develop and implement employee relations strategies and propositions to align with corporate policies; including developing employee communication channels for direct and non-direct labours.
- Develop and train shop floor supervisors on managing effective employee relations amongst shop floor employees.
- Develop and implement policies to improve workplace environment; including sourcing of tools to build a better working environment.
- Review employee engagement survey and develop and implement action plans.
- Develop and manage employee's escalation process.
- Develop and manage industrial relations processes and compliances.
- Work out learning and development strategies with different operations and lead in the implementation of strategies and plans; ensuring consistency and alignment of plans and policies with corporate learning and development initiatives and lead in the roll out of corporate programmes.
- Lead, supervise, manage, motivate and develop human resources and employee relations staff members.

KEY SKILL AND ATTRIBUTE REQUIREMENTS FROM THE INDIVIDUAL

- Strong industrial and employee relations experience, a definite advantage.
- Strong leadership and team building ability.
- Approachable and a good listener.
- Good problem solving skills.
- Resourceful and trustworthy.
- Strong communication and interpersonal skills, ability to work and communicate effectively at different levels.
- Hands on, team player, passionate, enthusiastic.
- Good language skills in both Malay and English.
- A well organised individual who can work under pressure with good business sense and judgment.

WORK EXPERIENCE AND QUALIFICATION

- Degree holder in human resources management or business related fields.
- Minimum 15 years of relevant experience in the human resources function from within multinational companies.
- Working experience in electronics OEM environment, a definite plus.

Strong HR and ER 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.