



WESLEY METHODIST SCHOOL

Job Description

Position : Human Resource Senior/Junior Executive

Location : Klang / Ipoh

Job Purpose

Responsible for the full spectrum of Human Resource functions including recruitment and selection, compensation and benefits, payroll processing, performance management, employee relations, industrial relations as well as office administrative duties and other HR-related supported services.

Key Duties & Responsibilities

1. Recruitment to handle job postings, interview candidates, conduct reference checks, employee orientation, and onboarding program.
2. Compensation & Benefits to provide advice on performance management and staff welfare/benefits.
3. Training & Employee Relations to organize training and activities to promote employee relations for increased morale and productivity.
4. HR Administration to conduct exit interview analysis and recommend improvement plans to drive employee engagement and productivity.
5. Disciplinary matters to investigate and handle all allegations of staff misconduct and to administer appropriate disciplinary actions, including carrying out a domestic inquiry in accordance with the requirements of the Employment Act
6. Administration task responsible for the overall office administration and willing to be the hands-on approach. To carry out ad-hoc assignments as given by the Management.

Job and Person Specification

Essential Specification (Must-have)

1. Diploma/Degree in Human Resources or related field.
2. Good English written and verbal communication skills.
3. Possess good interpersonal and communication skills.
4. Self-disciplined and self-motivated
5. Well organized, detailed oriented and able to work independently.
6. High level of time management and ability to work with conflicting priorities.
7. Good administrative skills in keeping records and preparing reports.
8. Proficient in Microsoft Office skills
9. Well-versed in Malaysian Labour laws and prevailing HR practices and legislation.

Desirable Specification (Added advantage)

1. Knowledge in HR2000
2. At least 3 year(s) of working experience in the related field is an advantage.

Safeguarding Commitment

Wesley Methodist School are committed to safeguarding and promoting the welfare and safety of our students and expects all staff members to share this commitment.