

Position : Human Resource & Administration
Job Level : Senior Executive / Executive



WESLEY METHODIST SCHOOL

Location : Wesley Methodist School, Klang

Description:

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.

Principal Duties:

- Recruitment to handle job postings, interview candidates, conduct reference checks, employee orientation, and onboarding program.
- Compensation & Benefits to provide advice on performance management and staff welfare/benefits.
- Training & Employee Relations to organize training and activities to promote employee relations for increased morale and productivity.
- HR Administration to conduct exit interview analysis and recommend improvement plans to drive employee engagement and productivity.
- Disciplinary matters to investigate and handle all allegations of staff misconduct and to administer appropriate disciplinary actions, including carrying out a domestic inquiry by the requirements of the Employment Act
- 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.

Preferred Skills:

- Good knowledge of Malaysian Labour legislation (particularly employment contracts, employee leaves and insurance)
- Experience in handling employee payroll

Requirements:

- At least Bachelor's Degree/Post-Graduate Diploma/Professional Degree in Business Studies/Admin/HR Management or equivalent.
- At least 3-6 years in an Executive/ Senior Executive HR position; preferably, in a school setting.
- Willing to work 5.5 days (alternate Saturdays).
- Excellent communication skills.