



MAGNI SUTERA RESOURCES SDN BHD

Building & Civil Engineering,
Upstream & Downstream Consultancy,
HSE & Technical Services

VACANCIES

Job Title: **Human Resource Manager**

Job Responsibilities:

- Responsible for developing, implementing, and administering the Group's rewards and benefits policies.
- Initiate, plan, review and implement effective HR policies and procedures to ensure HR practices are constantly bench marked against best market practice and monitor its compliance and effectiveness.
- Oversee and manage into HR operations which include staff transfer, resignation, promotion exercise, extension & termination of contract, retirement etc.
- Responsible in monitoring KPI, annual, periodic, and ad-hoc performance appraisal exercise.
- Manage Industrial Relations matters to ensure compliance with the statutory rules and regulations to safeguard Company's interest.
- Manage the disciplinary process and to ensure that they are in line with the Employment and Labor Law & Company's policies, rules, and regulations.
- Keep updated on any changes in professional practices, statutory or labor laws, regulations and requirements that may impact company policies and ensure compliance with all Malaysian government legislation and Act and local authorities' rules and regulations.
- Plan and manage Employee Relations programs/events and initiatives to create harmonious relationships and conducive working environment among employee and the Management.
- To perform any other duties as assigned by the immediate superior.

Job Requirements:

- Candidate must possess at least Bachelor's Degree/Professional in Human Resource or equivalent.
- At least 10 years of working experience in Human Resource Operations and Industrial Relations preferable in construction industry. Experience in Trade Union is an added advantage.
- Well versed with Malaysian Employment Act 1955, Industrial Relations Act 1965, and current Labor Law practices.
- Responsible, meticulous and possess good working attitude and high accuracy in details.
- Good organizing skill and able to interact with all levels of people.
- Ability to simultaneously manage multiple tasks/projects under tight deadlines.

Interested candidates are invited to write in with full personal information, copies of relevant certificates, employment history, current and expected salaries and contact details. Only shortlisted candidates will be notified for interview.

Human Resource Department

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