

HUMAN RESOURCE MANAGER

Malaysian International Chamber of Commerce and Industry (MICCI)

About Us

MICCI is the longest established business chamber in Malaysia having championed Malaysian and international businesses since 1837. The Chamber's aim is strategically focused on facilitating and supporting its Members in their goals to successfully develop their business in Malaysia. With close to 1,000 corporate members representing over 30 different nationalities, MICCI is recognised as one of the most active advocates for the business community.

Primary Role

The Human Resources Manager will play an active role in managing the HR functions of MICCI, including implementation of HR systems, policies, and best practices as well as performance management, recruitment, and selection that meets the company's needs.

Key responsibilities include:

1. To oversee and manage the full spectrum of HR and Administration functions related to Recruitment, Performance management, Staff movement, Termination, Attendance, Benefits and Compensation.
2. Consolidate existing operational practices to incorporate Standard Operating Procedures.
3. To liaise with Finance Department for monthly payroll processing and manage compensation and benefits for all employees.
4. To liaise with relevant authorities such as EPF, SOCSO, IRB, Labour Department and etc.
5. To bridge management and employee relations by addressing demands, grievances and other issues by practicing HR policies.

Experience and Requirements

1. Candidate must possess a Bachelor's Degree in Human Resource Management or other relevant discipline.
2. At least 5 year(s) of professional working experience with a successful record in HR management.
3. Fluency in oral and written English with excellent communication skills is preferred.
4. Strong knowledge on all governing rules and regulations pertaining to HR including Employment Act, Labour & Industrial Laws and statutory guidelines.
5. Ability to rationalise and make judgment for operational decision-making, proactive and self-motivated.

How to Apply

If you have the skills, commitment and passion we are looking for, please provide a cover letter and CV to hr@micci.com for more details.

"Only applicants meeting the criteria outlined above will be contacted as part of the shortlisting process".