

## **MANAGER, HUMAN RESOURCE**

**1 contract position available**

***(Cyberjaya, Selangor)***

### **Responsibilities:**

#### Strategy & Planning

- Ensure the HR function provides efficient and effective support to the Company to meet its performance objectives.
- Ensure the PBLT's Head of Company and the leadership team are kept informed on the latest industry developments, trends, best practices, and regulations impacting HR, so as to ensure the Company can make timely decisions of required changes.

#### Performance Management

- Ensures the roll out of key HR and talent initiatives, including developing talent capability, reinforcing a performance culture, fostering the Company's core values.
- Manage key HR programmes, including manpower planning, talent acquisition, talent management and development, and as well as performance and reward management.
- Assist in the execution of strategic and operational plans for the HR Division to ensure it delivers its yearly and long-term targets.
- Build networks and with other departments and ensure internal clients' business needs are met and supported.
- Evaluates and seeks to improve HR's operational efficiency and effectiveness by soliciting feedback from internal, and external clients were required.

#### Learning & Development

- Ensure the effectiveness of learning and development solutions based on Training Needs Analysis and targeted development areas.

#### Operational

- Oversees and administer all IR matters, labour disputes, grievances and other disciplinary matters.
- Oversees and administer all compensation and benefits matters including payroll, insurance, leave, medical and other benefits provided by PBLT.
- Administers the end to end of training process and any other development opportunities.

### **Requirements:**

- Possess minimum a Degree in any related field from a recognised university.
- 7 or more years of relevant Human Resource experience, with at least 3 years in a the management role.
- Strong leadership skills in building a high-performing organisation and collaborative culture.
- Proven analytical, conceptual thinking, problem solving and planning skills.
- Good interpersonal and communication skills in Bahasa Malaysia and English.
- Independent, proactive and able to work with minimum supervision.

Interested applicants are encouraged to send CV via email to [humanresource@pblt.com.my](mailto:humanresource@pblt.com.my)

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