

DESIGNATION	Section Head,
DEPARTMENT	Human Resources
SECTION	HR Strategy
JOB RESPONSIBILITIES	<ol style="list-style-type: none"> 1) Responsible to develop, establish, implement and enforcement of policies, procedures and strategies related to organizational development in order to support business objectives. 2) Responsible to execute staffing activities related to external hiring, internal staff movement and separation according to the established policies and timeline in order to fulfill departmental manpower requirements and to avoid disruption of day-to-day operations. 3) Responsible in designing, reviewing, and overseeing Human Resource Information System (HRIS) including but not limited to the management and maintenance of personal records, employment movement, employee data and job data administration, as well as integrated HR services and processes. 4) Responsible to design and implement competitive pay structure and benefits packages to attract external talents and retain competent workforce. 5) Implementation and management of effective Performance Management system to all levels of staffs in the company in order to ensure competitive workforce within the company. 6) Implementation and management of proper Job Description, Job Analysis, and Job evaluation in order to ensure the right job scopes and grading, aligning workforce to the company's goals. 7) Timely submission of HR reports / statistics / analysis / surveys for senior management or submission to group level. 8) Participate and maintain networking within the group level and market players in the same or related industries

	to ensure up-to-date market data is available for analysis and comparative studies.
JOB REQUIREMENT/ COMPETENCY	<p>Academic Qualification Degree in Human Resources, Management, Information Systems or other related field.</p> <p>Knowledge/Skill competencies/Leadership 1) Conversant with Malaysian Labour Laws 2) Proficient in Microsoft Office (in particular – Excel) 3) Excellent communication skills in Bahasa Malaysia and English 4) Attention to details 5) Information seeking skills 6) Customer Service/Interpersonal/Courteous personality 7) Strong leadership capabilities</p> <p>Other requirements Preferably 10 years of experience in Human Resources, particularly in HR operations including compensations & benefits. Knowledge and hands-on experience in HRIS would be an added advantage.</p>
APPLICATION PROCESS	<p>Please submit your application letter along with your Resume/CV to:</p> <p style="text-align: center;">PENANG PORT SDN BHD NO. 1, PESARA KING EDWARD 10300 GEORGETOWN PULAU PINANG</p> <p style="text-align: center;">(U/P:Staffing Unit, Human Resources Department) or Email : recruitment@penangport.com.my BEFORE/ON : 10.08.2020</p>