

HUMAN RESOURCES ASSISTANT

(HUMAN RESOURCES DEPARTMENT)

JOB RESPONSIBILITIES:

1. Building Management:

- Administrator to ensure meeting room reservations and preparation of meeting rooms according to user requests before and after meetings.
- Perform daily opening and closing of the HQ office and ensure the HQ building checklist is consistently maintained and up to date.
- Arrange cleaning service contractors to perform duties as per checklists, with sufficient manpower, meeting the standards specified in the contract.
- Liaise with contractors and external parties for hygiene services, meter reading (water & electricity), and repair & maintenance works in a timely manner, ensuring supplies are well maintained.
- Assist in monitoring assets belonging to the HR Department according to the asset listing.

2. Mailing Management:

- Ensure timely collection and delivery of letters, documents, and cheques, following all applicable traffic rules and safety regulations.
- Arrange outgoing courier service documents, manage postage/stamp usage, and record AR collection by the supplier once items are posted.
- Pick up and return the company motorcycle to its original location after use, ensuring it is in good condition.

3. Company Driver Duties:

- Operate as the company driver, transporting employees, Board Members, and guests locally and internationally, adhering to all traffic laws.
- Ensure vehicles are in excellent condition and ready for use by performing daily checks (engine oil, radiator water, battery, lights, brake fluid) and reporting any damage or breakdown.
- Coordinate with government agencies for company vehicle road tax payments, including Malaysia/Thailand entry and exit matters.
- Pick up and return vehicles to their original locations after each assignment.

4. Learning & Development Support:

- Monitor training room readiness and ensure smooth utilization of stationeries for training programs.

5. Other Duties:

- Undertake other duties and responsibilities as assigned from time to time to ensure the effective realization of job objectives.

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QUALIFICATIONS, EXPERIENCE & SKILLS:

- *Sijil Pelajaran Malaysia* (SPM) or equivalent qualification.
- Valid driving license (B & D).
- At least three (3) years working experience as a driver.
- Other related experience would be an advantage.
- Optional GDL License.
- Able to read and write in Malay and English.
- Basic computer skills.
- Minor knowledge in building management.
- Strong time management skills - able to attend and coordinate responses.
- High integrity and professionalism.

Kindly send your latest Resume with copy of certificates to:

HUMAN RESOURCES DEPARTMENT (Attn: HR Talent Acquisition)
PENANG PORT SDN BHD (HQ)
LEVEL 5, 5130 TERMINAL PENANG SENTRAL
JALAN BAGAN DALAM
12100 BUTTERWORTH
PULAU PINANG

or email us at recruitment@penangport.com.my by/before **21st January 2026**.