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**Job Description**

HEAD OF HR DEPARTMENT

(1 vacancy available)

Malaysia

1. **OVERVIEW**

We are looking for an experienced Head of Human Resources Department to ensure that all human resources (HR) operations are carried on smoothly and effectively. You will be responsible for developing HR strategies and providing sound advice to senior management on all related subjects.

A Head of Human Resources Department must be experienced professionals with in-depth knowledge of all matters concerning HR departments. They are able to manage programs and lead staff while also possessing a strong strategic mindset.

The goal is to ensure that all HR needs of the company are being met and are aligned with all business objectives.

1. **RESPONSIBILITIES**

* Develop and implement HR strategies and initiatives aligned with the overall business strategy.
* Support current and future business needs through the development, engagement, motivation and preservation of human capital.
* Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
* Bridge management and employee relations by addressing demands, grievances or other issues.
* Nurture a positive working environment.
* Manage the recruitment and selection process.
* Oversee and manage a performance appraisal system that drives high performance.
* Maintain pay plan and benefits program.
* Assess training needs to apply and monitor training programs.
* Report to higher management and provide decision support through HR metrics.
* Ensure legal compliance.

1. **QUALIFICATIONS & REQUIREMENTS.**

* Proven working experience (3 – 5 years) as Senior HR manager
* People oriented and results driven
* Demonstrable experience with HR metrics
* Knowledge of HR systems and databases
* Ability to architect strategy along with leadership skills
* Excellent active listening, negotiation and presentation skills
* Competence to build and effectively manage interpersonal relationships at all levels of the company
* In-depth knowledge of labor law and HR best practices
* BS/MS Degree in Human Resources or related field