



## **JOB VACANCY**

### **EXECUTIVE / SENIOR EXECUTIVE / ASSISTANT MANAGER HUMAN RESOURCE**

Available vacancy and opportunity to work with UiTM Private Education Sdn Bhd (known as INTEC Education College). Candidates who qualify and meet the requirements set out to apply for this position as below:

#### **REQUIREMENTS:**

- Minimum qualification in bachelor's degree in human resource, business administration or any equivalent degree.
- At least 3 or 5 years of working experience in handling all aspects of Human Resource Management spectrum. Knowledge of education or higher education nature will be an added advantage.
- Familiar with Industrial Relations Act 1967 and Employment Act 1955.
- Positive attitude, problem solving attitude and approach, able to communicate with all levels of staff.

#### **RESPONSIBILITIES:**

- To manage Human Resource function on Performance Management, payroll, Training & Development and staff engagement activities. Also knowledgeable about Staff Benefits, payroll and Recruitment process.
- Support the design, review and implementation of policies, processes, practices and planning related to staff development and staff performance to meet corporate and individual needs.
- Contribute to the development, organization and implementation of specific activities and programmes (e.g. training & other capacity of employee development, diversity and talent management)
- Handling disciplinary issues, staff counseling and grievances, and other employee relation matters in compliance with local labor laws.
- Preparing the proposal/paperwork/strategic planning/budget planning for approval to the Management.
- Undertake general administrative tasks as required by the Manager from time to time and able to work independently. Solve the issue immediately once the issue appears.

Interested candidates should submit a resume with expected salary and copy of Academic Qualification to [HRadmin@intec.edu.my](mailto:HRadmin@intec.edu.my).

**CLOSING DATE: 20<sup>TH</sup> DECEMBER 2023**

**Human Resource Office, INTEC Education College, Jalan Senangin Satu,  
Seksyen 17, 40200 Shah Alam, Selangor.**