



YP MAINTENANCE SDN. BHD.

(1033787-X)

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Pahang Darul Makmur
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YP Maintenance Sdn Bhd Is a road asset management and maintenance service provider striving to be a leader in the industry. Our organization is committed to comply with customer requirements and continual improvement of the Quality Management System towards customer satisfaction.

We are looking for experienced and technically competent individuals to be a part of the organization.

VACANCY

1. HUMAN RESOURCE & ADMINISTRATION MANAGER

- Candidate must possess at least a Degree, Post Graduate Diploma or Professional Degree in Human Resource Management / Business Studies / Administration / Management or equivalent.
- Minimum 5 years of experience in related field.
- Strong interpersonal communication skills, integrative, mature, target oriented, multi-tasking ability and performs each essential duty accurately and able to maintain confidentiality of information.
- Well versed in Labour Laws and able to advice on company's HR policy.
- Experience with the human resources information system (HRIS) used by the company such as HR2000.
- To lead a team and to handle the HR and Admin day to day operations.
- Responsible in managing full spectrum of HR services and system such as recruitment, payroll, training, industrial relation, performance management, compensation & benefits.
- Liaising with HOD on Company's event / activities planning, propose idea and execute.
- To shape the company's culture towards high performance organisation.
- Attend to any tasks as assigned by the Management from time to time.
- Knowledge in ISO 9001 and ISO 14001 will be an added advantage.

BENEFIT

- ☒ Outpatient medical
- ☒ Life insurance
- ☒ Dental care
- ☒ Hospitalization & surgical benefit

CLOSING DATE : 23 DECEMBER 2022

Email résumé to : rec@ypmaintenance.com.my

Contact : 09-516 4400 (HR Department) for more information.



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