



**Designation** : **Human Resource Executive**  
**Reporting to** : **Human Resource Manager**

#### **Key Responsibilities:**

- *Assisting the Department Head in the day to day operations of the Human Resource Department's deliverables.*
- *Collate the necessary information and prepare weekly HR KPI reports to Management.*
- *Responsible for the Company's payroll management.*
- *Liaise and coordinate with the HR Consultant pertaining HR matters engaged with the consultant including payroll and statutory requirements.*
- *Prepare letters and keep up to date records of personnel transactions such as employment contracts, offer letters, probation period, promotions, transfers, performance reviews, terminations, salary history, annual and medical leave, claims etc.*
- *Solely responsible in maintaining Time and Leave Management System on a timely basis and preparing standard monthly reports.*
- *Assist in handling assignments and projects related to industrial relations and employee relations.*
- *Coordinate and execute the recruitment activities in line with the Companies Recruitment Process.*
- *Coordinate and Lead the Corporate Induction Program and Company Training Process for new recruits and employees.*
- *Assist in the execution of the Company's Performance Management System including benchmarking salary to remain competitive in the industry and keep employees motivated, employee performance evaluation and the management of the key performance indicators (KPI).*
- *Assist in all Company wide Employee Communication Programs to attain a more conducive Corporate Culture.*
- *Administer the medical benefit program which includes issuance of guarantee letters, review request for special treatment and appointment of panel clinic.*
- *Maintain and update all employee files and the HR filing system.*
- *Responsible for all other HR administrative functions.*

#### **Requirements:**

- *Candidate must possess at least a Bachelor's Degree or Higher Diploma in Human Resource Management or equivalent.*
- *At least 3 years of experience in generalist human resource experience.*
- *Good communication and written skills in Bahasa Malaysia and English.*
- *Knowledge of the principles and practices of HR management.*
- *Knowledge of relevant legislation and regulations.*
- *Candidates should be independent, self motivated, self starter and possess good working attitude. Able to work under pressure in order to meet tight deadlines.*
- *Strong command skills and able to drive result across functions.*
- *Dynamic and tactful personality, high degree of professionalism and integrity with excellent interpersonal skills.*
- *Team player with initiative and the ability to work independently under tight schedules.*
- *Maturity, resourcefulness, tactfulness and excellent interpersonal communication and negotiation skills are important pre-requisites.*
- *Ability to understand company's business performance and identify critical HR success factors.*

*Other reasonable responsibilities may be assigned to you from time to time based on the needs of the Company.*

***<http://www.tricubes.com>***

*Tricubes Berhad ( 623442-M )  
Suite 13.1 Level 13, Menara Great Eastern, 303 Jalan Ampang, 50450 Kuala Lumpur  
Phone: + 603.4264.4000 Email: [talent.teamwork@tricubes.com](mailto:talent.teamwork@tricubes.com)*

