



<b>Department</b>	<i>GROUP HUMAN RESOURCES (“HR”) AND ADMINISTRATION</i>
<b>Job title</b>	<i>SENIOR HR EXECUTIVE</i>
<b>Reports to</b>	<i>GROUP HR &amp; ADMINISTRATION MANAGER</i>

### Job Overview

The Senior Human Resources Executive will manage and direct all human resources tasks for Group Companies which include establishing Standard Operating Procedures (SOP); hiring; recruitment; selection; Social Compliance, internal audit, workers' compensation, benefits and others related human resources matters.

### Duties and Responsibilities

1. To develop and continuously improve the Company's operations standard and processes.
2. To maintain Company's employee relations and corporate culture construction, good at communicating with employees, familiar with employees' personal abilities and mindset building.
3. To manage employee complaints, labor disputes and assisting superior in other requirements and arrangements in human resources.
4. To manage full recruitment cycle for the Company, including but not limited to sourcing, screening, interviewing, checking references and onboarding qualified candidates based on departmental business needs and requests.
5. To implement effective sourcing, screening and interviewing techniques.
6. To identify passive and active candidates by leveraging a variety of recruitment resources such as job boards, social media, resume databases, job fairs and referrals.
7. To communicate and coordinate recruitment advertising.
8. To regularly provide guidance and assistance to job applicants in the navigation of job application and selection process.
9. To manage and improvement Company's administrative/operations management system.
10. To assist in designing employees' compensation and benefits packages.
11. To implement performance review procedures (e.g. quarterly/annual and 360° evaluations).
12. To assist in drafting and maintaining departmental SOPs.
13. To assist in development of fair HR policies and ensuring employees understand and comply with the policies.
14. To assess training needs and coordinate learning and development initiatives for all employees.
15. To measure employee retention and turnover rates.
16. To ensure a safe working environment by adhering to health, safety and environmental procedures.
17. To ensure all relevant procedures and processes are followed and adhered to in line with Company's SOPs and requirements.
18. To prioritise workload to meet Company, Departmental and project deadlines.
19. To perform other related responsibilities or ad hoc duties as required by superior.



立德工业有限公司

**KNIT TEXTILES MFG. SDN. BHD.**

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### Academic Qualification

1. Bachelor's Degree in Human Resources Management, Business Studies, or equivalent.

### Skill and Experience Required

1. Above 3 years' experience in related field.
2. Computer literate.
3. Self-motivated and result oriented.
4. Good interpersonal skills.
5. Ability to maintain strict confidentiality.
6. Proficiently in English, Bahasa Malaysia and Mandarin.
7. Able to work independently and under pressure.