

## **HR Executives – Industrial Relations**

### **Job Description**

- Implement and enforce Industrial Relations policies and procedures on Performance Improvement Process and disciplinary action
- Keep abreast of latest judicial precedents on industrial relation disputes
- Advise and assist Managers and Executives on Industrial Relations and disciplinary issues
- Promote industrial harmony through effective implementation of grievance handling procedure, Whistleblower Policy and Employee Suggestion Scheme
- Drive and direct staff welfare and recreational activities through the Sports and Recreation Committee
- Administer Employee Engagement Survey and organize Focus Groups to improve employee satisfaction and engagement

### **Job Requirements**

- Degree in HR Management or equivalent
- At least 3-5 years of relevant working experience preferably in MNC environment
- Thorough understanding of Labor Laws and Domestic Inquiry and Industrial Relations practices
- Good communication and interpersonal skills
- Good team player with high sense of responsibilities
- PC literate and positive working attitude

**Interested candidates may send your resume to [jobs@gmprecruit.com.my](mailto:jobs@gmprecruit.com.my). Kindly send your updated resume in MS Word or PDF format and indicate the position title as subject title in your email.**

**For more information, please contact GMP Malaysia at +603 2148 2388.**