



## **Agensi Pekerjaan Career & You Sdn Bhd**

Career & U is an established Executive Search Company with superior track record for our existing portfolio of clients. Our existing portfolio of clientele, comprising a large number of companies (both local and multinationals), several of whom have been with us for many years.

As an Executive Search Company registered with Malaysia Ministry of Human Resources, Career & U has been providing services to multinationals and local corporates on a nationwide and regional basis. Our Executive Search team was borne out of years of experience in the recruitment field and inspired by a genuine desire to constantly improve our level of service to a growing number of clients. We search and identify quality candidates according to our clients' criteria and place such candidates on a temporary, permanent and contract basis with our clients.

Our client, a foreign manufacturing company located in Shah Alam, is currently seeking candidates for the following position.

## **Human Resource Manager** (Selangor)

### **Responsibilities:**

- Manage, discipline, carry-out investigation, conduct inquiry on disciplinary and misconduct related matters and provide assistance in updating and interpreting the Labour Law, Industrial Relations Law and Employment Act.
- Maintaining and carry out recruitment plans and activities in order to achieve timely headcount including recruitment & selection for sourcing/shortlisting/placement of candidates.
- Maintain and implement the Company's human resource policies, practices and procedures.

### **Requirements:**

- Possess at least a degree in Social Science/ Human Resources or equivalent.
- Minimum 5 years of working experience in unionised environment.
- Well versed in Labour Laws, Employment Act 1995, Industrial Relations Act 1967 and etc.
- Proficient in MS Office.