



## **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 FMCG company located in Klang Valley, is seeking two managers that specialise in Compensation & Benefits and Training & Development

## **Human Resources Managers** (Selangor)

### **Responsibilities:**

#### Compensation & Benefits Manager

- a) Assist the Senior Manager to plan, develop, implement and administer the compensation and benefit package.
- b) Responsible for the integrity of HR database and as well as accurate processing of payroll.
- c) Responsible for payroll management, statutory deductions and preparation of monthly reports.
- d) Handle disciplinary and IR related matters.

#### Training & Development Manager

- a) Assist the Senior Manager to manage the overall training & development function of the Company to achieve organizational objectives
- b) Plan the development of employees' competencies, lead and advise line management on training system/issues
- c) Responsible to conduct training, prepare annual training plan, develop competency

assessment system and manage the HRDF

d) Conduct special classes and participate in special projects as needed

**Requirements:**

a) Candidate must possess at least a Bachelor's Degree in Business Studies/Administration/Management, Human Resource Management, Economics, Commerce or equivalent.

b) At least 5 year(s) of working experience in the related field is required for this position.

c) Preferably Managers that specialises in Compensation & Benefits and Training & Development