



HUMAN RESOURCE EXECUTIVE

Responsibilities:

- Assist in industrial relations and employee recruitment matters
- Manage employees' disciplinary matters
- Handle Sports Club and CSR activities
- Maintain Company website, LinkedIn posting and social media posting
- To participate / undertake in HR projects / initiatives.
- Other ad-hoc project / tasks assigned by superior

Requirements:

- Degree in Human Resource Management, Business Administration, Industrial Psychology, Public Relations, Journalism, Communication or other related discipline
- More than 1-year related working experience in Human Resource Management will be an advantage
- Equip with good communication and interpersonal skills
- Able to work independently as well as in a team
- Must possess own transport and are required to travel
- Fresh graduates are also encouraged to apply

Interested applicants are invited to write-in / email with a comprehensive resume to:

HUMAN RESOURCE DEPARTMENT

UNISEM (M) BERHAD

No 1, Persiaran Pulau Jaya 9,

Kawasan Perindustrian Pulau Jaya,

31300 Ipoh Perak.

Telephone No. : +605-3572800

Email : recruiting@unisemgroup.com