

# Human Resources Executive

- ✓ **Friendly and team based work environment.**
- ✓ **Excellent benefits and attractive remuneration package.**
- ✓ **Career advancement opportunity.**

## **Responsibilities:**

- Develop and continuously improve the company's operations standard and processes.
- Responsible for the company's employee relations and corporate culture construction, good at communicating with employees, familiar with employees' personal abilities and mindset building, well in handling the employee complaints and labor disputes and assisting superior in human resources requirements and arrangement.
- Responsible for the establishment and improvement of the company's administrative/operation management system.
- Responsible to calculate the monthly payroll, summary & deduction reports, pay-slips and government contribution or deduction as required legally.
- Ensuring all payroll transactions are processes efficiently and on time before 7<sup>th</sup> of each calendar month.
- Inspect and review the individual branch or department operations to investigate its compliance to regulatory requirements, internal policies and procedures, customer compliances...etc.
- Act as independent assessment and provide independent assessment to other subsidiary, branch, or departments.
- Responsible for both financial and business operational audits for the Group.
- Responsible to plan and execute audit on the group's broad range of business activities including reviewing the effectiveness of internal controls and compliance to policies/procedures.
- Review an audit program, identify audit issues and concerns and make practical and value added recommendations on internal controls and business processes to the management.
- Prepare audit reports on each audit assignment and make recommendations for corrective action and conduct follow-up on agreed action plans within an appropriate timeline.
- Provide a safe working environment, adhering to health, safety and environmental procedures and ensuring they are understand and practice by the team at all times.
- Ensure that all relevant procedures and processes are followed and adhered to in line with the company's procedures and requirements.

- Prioritize workload to meet project, department and company deadlines.
- Perform other related responsibilities or ac hoc duties as required by superior.

## **Requirements:**

- Minimum Bachelor's Degree in any discipline.
- Minimum 3 years of working experience in the related filed.
- Able to communicate and write in English, Mandarin and Bahasa Malaysia.
- Computer literate with good knowledge in Microsoft office application
- Able to work independently with minimum supervision.
- Excellent interpersonal, negotiation, problem solving and communication skills.
- A team player, able to work and challenge with tight deadlines.

## **Company Overview**

**Knit Textile Mfg Sdn Bhd** is an established manufacturer of knitted garment for international well known brands. The Headquarter was located at Batu Pahat, Johor with employed more than 2000 staffs and workers in Malaysia and Cambodia. In line with our aggressive expansion plan, we are seeking for new talents to come on board as part of our family.

## **Why Join Us**

We provide attractive compensation and benefit package, subjected to employees' grading, levels, qualification and experiences. Besides, the staffs also have the opportunity to explore to different countries according to the job requirement and company rapidly expansion plan. Care and investment in staff personal development and career advancement is significant goal in our organization. Growth, harmonies and team based work environment is our proud. We are looking for passionate, highly distinctive individuals with a long term potential who are willing to begin a challenging journey to become part of the next generation of Knit Textile. Join us now!