


JOB DESCRIPTION			MNL/HRS/KLH/6001		
			ISSUE	REVISION	DATE
APPROVAL OFFICE	HRA	WASSB	01	0	NOV 2023

Position Title	Protégé, Human Resource	Job Grade	Protege
Division	HRA	Department/Unit	HRA

A. JOB PURPOSE:

To assist the HR HQ in administering, enforcing, and implementing policies, programs, practices, and processes to support company objectives.

B. JOB SUMMARY/KEY RESPONSIBILITIES:

- Assist in overall HR operations-related matters, which includes functions involving:
 - i) Talent Acquisition
 - ii) Compensation & Benefits
 - iii) Learning & Development
- Assist in special projects assigned from time to time.

C. POSITION SPECIFICATIONS

(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)

Academic qualifications & professional certificates	<i>Essential</i>	Bachelor's Degree in Human Resource Management, Administration/Management
	<i>Preferred</i>	Degree in Human Resource Management
Experience/exposure:	<i>Essential</i>	Fresh graduate / 1 year or working experience
	<i>Preferred</i>	

D. COMPETENCIES

Knowledge & skills required	<i>General</i>	Required language(s): English and Malay.
	<i>Technical</i>	Required skill(s): MS Excel, MS Office, MS PowerPoint, MS Word.
Personal Attributes	<ul style="list-style-type: none"> • Good communication and organization skill and be able to work under pressure. • Reliable and punctual. • Good interpersonal and team player skills. • Excellent to solve practical problems and carry out responsibilities under general supervision. 	


E. KEY CHALLENGES

To enforce staff to comply with company policy/guidelines since they came from various cultures and levels.

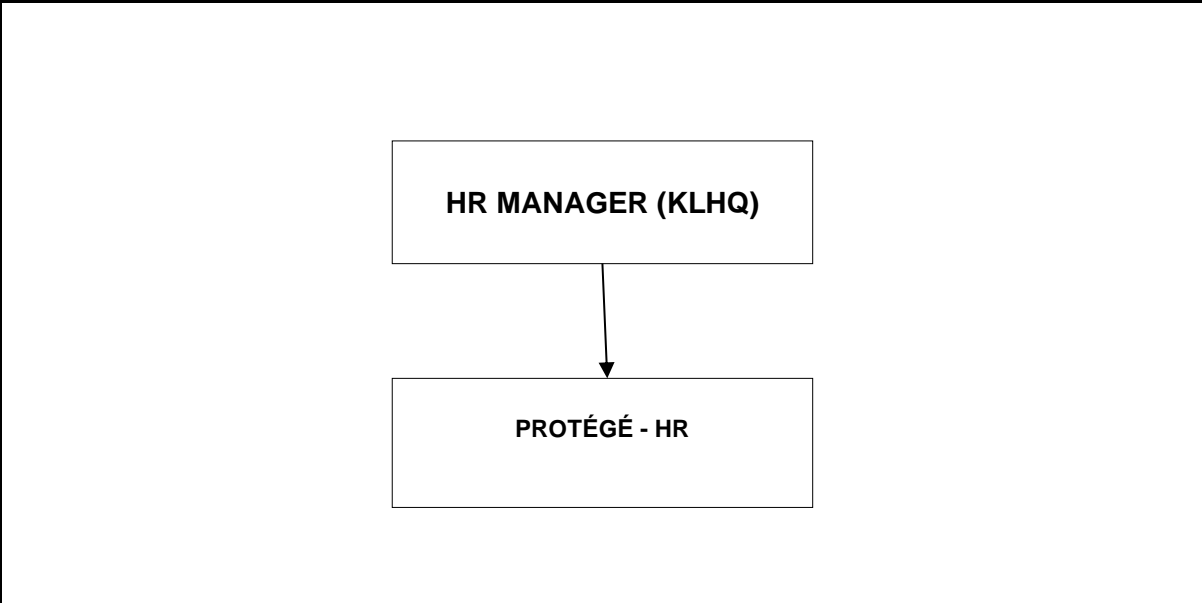
F. DIMENSIONS / AUTHORITY LIMITS

(e.g.: CAPEX, OPEX, revenue / budget)

Not applicable

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G. REPORTING STRUCTURE
(Direct report / superior / peers within department)



APPROVED BY:		ACCEPTED BY:	
Signature :		Signature :	
Name :		Name :	
Date :		Date :	