

WE'RE HIRING! One of the world's largest heavy vehicle company is looking for an experienced Human Resources Business Partner to be based in Shah Alam!

PURPOSE OF THE ROLE:

- Provide HR services and support to managers and employees by bringing people management expertise to business decisions and strategies.
- Maintain and enhance the organization's HR by planning, implementing and evaluating employee relations as well as HR policies, programs and practices including ensuring labour laws are complied with and contributes to the sustainable, productive and balanced work environment.
- Enables fulfilment of the company's business goals and that the company acts and is perceived as a top employer.

PROFESSIONAL COMPETENCIES (DUTIES AND TASKS):

- **Perform strategic HR Work.**
 - Support Managers and the organisation with and through a HR-perspective, driving change and improvements.
 - Support management groups in strategic-, change-, and resource planning.
 - Support and coordinate the management planning.
 - Support in work environment planning.
 - Support the management to secure the inclusion and diversity perspective in management work.
 - Contribute with the HR-perspective in management groups.
 - Translate strategic goals to HR activities.
 - Contribute with the HR perspective when participating in projects.
 - Contribute with the HR perspective when participating in projects.
 - Develop strategic competence plans together with management.
 - Contribute to development of the organization.
 - Drive improvement activities from collected input.
 - Keep updated regarding HR trends, legislations and best practices.
 - Initiate proposals for continuous improvements.

- **HR Operations Management**

- Support managers and employees in HR related matters.
- Support managers in Performance Management.
- Give support in work environment questions.
- Support managers in labour law issues.
- Support managers to manage undesirable and unacceptable behaviour.
- Support managers regarding recruitment.
- Secure that there are functional introduction routines.
- Support in new employee follow-ups.
- Support in work adjustment and rehabilitation.
- Support managers regarding remuneration.
- Support managers regarding competence planning and development.
- Support managers regarding work with employee surveys and their results.
- Compile and report employee statistics.
- Conduct exit interviews.

- **HR Manager Support**

- Develop and support managers in their leadership and management.
- Introduce managers to management responsibilities.
- Coach and guide managers.
- Support managers in their own competence development.
- Support managers in dealing with conflicts.
- Support managers in change management.

- **HR Development**

- Develop the main processes, tools and ways of working with HR for the organisation also considering support of Managers.
- Implement and maintain the organisation's HR processes.
- Develop and maintain HR tools.
- Support the organisation's work to attract, recruit and retain dedicated and competent people in a systematic way
- Work to ensure conditions to create a strong employer brand through the right focus in the organisation and connected to prioritized activities.
- Contribute to and at Employer Branding activities.
- Contribute to the organisation's Global HR Community.
- Be a role model and share Good Practices.
- Develop a network.

- **HR Administration and Support**
 - Ensure HR related controlling, reporting and other administrative processes are operative.
 - Ensure the operations have an adequate Compensations and Benefit structure.
 - Preparing and follow up of Budget for the department.
 - Secure HR Controlling and Reporting.
 - Work with Rehabilitation and its process when necessary.
 - Apply conflict handling and function as a mediator when needed.
- **Representing the company**
 - Represent the company and act as a good spokesperson at different activities.
 - Represent and act as a spokesperson for the organisation through Employer Branding activities.
 - Representing the organisation before labour regulatory agencies and bodies.
 - Support and enable focus on Corporate Social Responsibility.
 - Work actively with Corporate Social Responsibility activities.
- **Health and Safety Development**
 - Coordinate and support Health & Safety Development.
 - Ensure and support implementation of safety and health policies, procedures and regulations in daily work.
 - Create and safeguard a healthy, safe and sustainable work environment for all employees supporting business objectives.
 - Support the work with continuous improvements regarding safety and health.
- **Improvement work according to the Organisation's Way**
 - Understand and act according to the organisation's way framework.
 - Maintain the normal situation, detect deviations and act immediately to eliminate them.
 - Contribute in daily follow-up and daily steering.
 - Participate and contribute in improvement activities based on standardized working methods.

GENERAL COMPETENCIES:

- **Business Perspective**
 - Using an understanding of business issues, processes and outcomes to enhance business performance.
- **Managing people**
 - Managing others to ensure their work contributes to organizational goals. Developing individuals, building teams, resolving conflicts and applying workplace policies.
- **Managing Resources**
 - Planning, allocating and mobilizing resources (human, physical, information and financial resources) to achieve organizational goals.
- **SHE**
 - Demonstrates understanding for the importance of safety and health policies, procedures and regulations in daily work. Creates and safeguards a healthy, safe and sustainable work environment for all employees.

PERSONAL COMPETENCIES:

- **Communication**
 - Listening and communicating openly, honestly and respectfully with different audiences, promoting dialogue and building consensus.
- **Customer focus**
 - Providing service excellence to internal and/or external customers.
- **Initiative**
 - Dealing with situations and issues proactively and persistently, seizing opportunities that arise.
- **Leading change**
 - Recognizing the need for change, being open to new ideas and methods and championing transformational change within the organization and beyond.
- **Planning and organizing**
 - Reaching goals that are central to organizational success by making and following plans and allocating resources effectively.

- **Problem solving**
 - Understands the need and importance in finding customer solutions.
 - Ensures that the solutions found are easy to implement, cost effective and customer friendly.
- **Result orientation.**
 - Demonstrates the effort, willingness and ambition to achieving results.
 - Meets objectives and responds proactively to avoid disappointing results.
- **Teamwork**
 - Working collaboratively with others to achieve organisational goals.
- **DESIRABLE EXPERIENCE AND QUALIFICATIONS:**
 - Relevant education or equivalent work experience
 - Experience from similar role
 - Fluent in English

Applications, shall include CV, name of references, recent photo and current package. Talentum EQ is undertaking the consultancy work of the above position. Please email your application in English to: liann@talentumeq.com or elif@talentumeq.com