

COMPANY NAME: Cancer Research Malaysia
JOB TITLE: HR Senior Executive
LOCATION: Subang Jaya, Selangor, Malaysia
JOB FUNCTION: Accounting/Auditing, Administrative, Human Resource
COMPANY INDUSTRY: Health, Wellness and Fitness, Research, Nonprofit
Organisation Management
SENIORITY LEVEL: Senior Executive
REQUIRED SKILLS: Communication, Literary, English,

How would you like people to apply?: <http://www.cancerresearch.my/join-us>

JOB DESCRIPTION

Human Resource

- Responsible for the full spectrum of HR including recruitment, benefit and performance management
- To handle internship program
- Responsible for payroll processing, including generation of payroll report, salary disbursement and payments to statutory bodies
- Maintains HR operation related policies and procedures
- Organizing and leading staff activities to foster good working relationship amongst employees
- Other ad-hoc assignment by Head of Finance, Human Resource & Admin

REQUIREMENT

- Candidate must possess Degree/Diploma in Human Resource Management or equivalent
- Minimum five (5) years of experience in related field.
- Good command of English, verbal and written communication skills
- Independent but able to work in a team
- Work well under pressure and to deadlines
- Passionate to work in an NGO environment.