

May 2023

Job Title:	HR Consultant
Location:	Kuala Lumpur
Salary:	3,500 RM
Job Description:	<ul style="list-style-type: none"> • Knowledge of performance appraisal, Malaysia Employment Act will be advantage • Experiences of seminar/training speaker will be advantage • Good command of English/Malay (oral and written) • Independent and able to do multi-task • Well organised, fast and productive • Pleasant personality and good communication skills
Job Responsibilities:	<ul style="list-style-type: none"> • Handle the HR related project for our clients as a team member • Handle HR related queries from our clients (Payroll, Employment Act etc.). • Initial setting and operation for HR and payroll software and conduct monthly payroll calculation for our clients • Control and update HR related documents for our clients such as Employment handbook, Employee Request Form, Interview Feedback Form, contracts of employment, training registration & evaluation, etc.
Career Level:	Junior Executive
Qualification	Bachelor's Degree, Post Graduate Diploma, Professional Degree
Years of Experience	Preferrably 2-3 Years experiences
Job Type	Full-Time

Please send your CV to info@mirai-asia.net