



St Joseph's Institution International Malaysia

JOB DESCRIPTION

Job Title:	HR Executive
Reporting to:	Assistant HR Manager and Bursar
Department:	Central Administration

Responsibility: -

- In charge of the recruitment process (placement of job advertisement, screening, filtering, shortlisting, schedule interview, follow up on interview status)
- To make sure the candidate professional referee is genuine, collect completed professional reference before issuance of job offer
- Performing criminal background check, reference checks required by the school
- Record and handle employee information including salaries and leaves for payroll calculation
- To administer the employees' welfare such as insurance coverage claims
- Serve as liaison between the employees and insurance carriers
- To arrange staff accommodations, flights and airport pick up prior to arrival for new expatriate staff
- Proficiency with tax clearance and submission.
- To assist in the organization and management of relevant events
- To assist on preparation of company procedure and policy
- To update, filing and maintain employees personal information
- To assist in any ad-hoc task assigned by management

Requirements:

- Bachelor's Degree of Human Resource or equivalent
- At least 2 years of working experience in the related field is required for this position
- Good computer skills in Microsoft Word, Excel and PowerPoint applications
- Able to work independently under pressure, multitask and maintain a high degree of confidentiality
- Pleasant personality with good interpersonal skills and social etiquette