



Job Description

POSITION:

Human Resource Manager

ROLE:

Responsible for recruiting, screening, interview, placing work and employee training. It also acts the administration functions of the organizations. HR also either maintain or creates a bridge between the company and employee in order for the business to run, this can either be in terms of providing motivational, incentives and reinforcements.

RESPONSIBILITY:

1. Recruiting external and internal candidates through the company's recruitment progress.
2. Prepare set of questionnaires to enable to seek desire candidates that would fit in the position, when necessary.
3. Background and reference check the candidates through medical and previous employment before hiring candidates.
4. Organized orientation and induction program for the new hiring to properly introduce them to the company profile and policy also to give what the company expectation from each of the employee on their first day joining the company.
5. Liaise with HOD regarding the employee KPIs and keep track with the company policy. In the case of employee unable to perform or misconduct behavior, HR needs to step in with HOD for decision making.
6. Prepare agreement or certificate of entitlements for employee, renewal of employee contract, changes and amendment in the agreements, in case for new hiring, recommendation and an increment for the employee.
7. Seek and provide any related training program for the employee and for the company benefits to have skilled human capital.
8. Creates and organize program for motivational or incentives for the company internally. It can also be a team building to create bond with the organization.
9. Implementing HR policy to discipline employee within the company, or create circulating memo regarding changes, agenda and opportunities within the company.
10. Responsible for confidential and sensitive material, example contracts, payroll and employee personal matters.
11. Mediates the workplace disputes when employee have problem with co-workers or their supervisor, to steps in to investigate, resolve and handle the common workplace disputes.
12. Handles employee concerns including termination and disciplinary act for the employee.
13. Also, responsible to be able to answer employee question relation to salary, company benefits, rules and regulations within the company.
14. Liaise with the Brunei Darussalam's government labour department, to ensure the company rules and regulations are aligning with Brunei Darussalam's employment labour act.
15. Meet supervisor and managerial levels to acts an advocate to supports or recommends for the employee and discuss any major concerns taking place in the company.
16. Liaise with Insurance Agent, to renew and update the employee's insurance policy.
17. Manage and track the employee's attendance either to check and keep up with the employee's discipline in terms of the attendance and for payroll purposes.



18. Arrange accommodation, flights, transportation for employee's oversea training, seminars and site visits.
19. Prepares documentation, such as itinerary and agenda for seminar and training.
20. Ensure employee update and manage reports regarding their training and seminars and arrange date and time for sharing their knowledge to the rest of the employees.
21. Goes through and assist in clearance process for the resigned employee and explains the terms and condition for the retiring and resigning employee in the company.
22. Prepare minute of meetings for the company's meeting such as the weekly internal meetings.
23. The process owner of human resources department's processes and procedures.

QUALIFICATION & EDUCATION REQUIREMENT:

1. Preferably minimum 3- 5 years working experience in related field.
2. First Degree or equivalent.

AUTHORITIES TO:

1. Joint approval of job appraisal results with Level 2 management.
2. Approval for (level 4 & 5) staff overtime.
3. As authorized by Financial Controller, authority to approve leave forms for level 4 & 5 subordinates.
4. Joint approval with Managing Director, authority to advert job advertising.
5. Authority to review and check documented information for respective department.
6. Authority to remove any outdated documents from use.
7. Authority to review and confirmation of nonconformity.
8. Authority to plan and schedule for audit (joint effort with QC).

PREFERRED SKILLS:

1. Proven customer support experience – customer service.
2. Customer orientation and ability to adapt or respond to different types of characters.
3. Excellent communication and presentation skills – communicate in a friendly, helpful and non-prejudicial manner.
4. Ability to multi-task, prioritize and manage time effectively.
5. Ability to work under pressure.
6. Attention to details, analysis, problem solving, resolving conflict and quality focus.
7. Computer skills especially using Microsoft Excel, Word and others.
8. Positive attitude.
9. Commitment to the working hours required to fulfil the job, including flexibility in workplace.