

**GEORGE TOWN WORLD HERITAGE INCORPORATED
RECRUITMENT NOTICE
(AUGUST 2022)**

Position : Human Resource Officer
Department : Department of Administration and Finance
Reports To : Administration and Finance Manager
Supervises : Nil

1. Job Description

The Human Resource Officer is responsible to manage and maintain all aspects of the employment process, including recruitment, orientation, training, appraisal, resignation and termination. The Human Resource Officer also assists with payroll management and other statutory assignments. The Human Resource Officer reports to the Administration and Finance Manager.

2. Responsibility and Authority

- a) Prepare job descriptions, advertising vacant positions, and managing the employment process.
- b) Provide orientation to new staff.
- c) Plan and manage staff training and capacity building programmes.
- d) Prepare and manage human resource related documents, including contract, appraisal form, personal information update form, and other.
- e) Manage and maintain staff databases, records, documents, emails, forms and files (soft copy and hard copy).
- f) Monitoring employee performance.
- g) Administer payroll, overtime claims, staff claims, and leave summary.
- h) Update and maintain company policy, procedures, rules and regulations on human resource related matters.
- i) Communicate with staff about issues affecting their performance.
- j) Ensuring accurate and proper record-keeping of employee information in electronic and digital format.
- k) Prepare and manage office keys, name cards, name tags, uniforms, rubber stamps and others.

- l) Manage and plan internal capacity building or team building activities for the company.
- m) Participate in the documentation and implementation of policies and standard operating procedures consistent to ensure the effective operation of the company.
- n) Establish and maintain effective working relationships with colleagues.
- o) Undertake other duties and attend meetings as assigned by the General Manager.

3. Qualification and Experience

- a) Degree or higher qualifications in Human Resource Management.
- b) At least two years of professional working experience.
- c) Strong proficiency in English and Malay.
- d) Good communication, engagement and interpersonal skills.
- e) Highly organized with meticulous attention to detail.
- f) Trustworthy, strong work ethic with high integrity.
- g) Knowledge of Microsoft Office, SQL Payroll, and Emplx e-leave system.
- h) Willingness to work on weekends or in the evenings.

4. Application

- a) Fill in the Application Form Online ([GTWHI Employment Application](#)).
- b) Only shortlisted applicants will be notified for interview.
- c) Write to hr@gtwhi.com.my for more information.

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