

The Salvation Army in Malaysia is in the business of changing lives. We serve God through helping people in need without discrimination.



Today, The Salvation Army in Malaysia has a comprehensive network of social services to meet a wide range of needs in our community. We provide residential homes for children and the elderly, hostels, family support services, day cares, tuition centres, a refugee help centre and emergency relief services.

We are looking out for committed & passionate individuals who are eager to make a difference to the society to join our organisation.

Job Title	Human Resources Executive
Centre	The Salvation Army- Malaysia Regional Headquarter
Working Location	No.26, Jalan Puteri 4/2, Bandar Puteri, 47100 Puchong, Selangor, Malaysia
Job Summary	<p>We are looking for an HR Executive to manage The Salvation Army (TSA) recruitment, learning and development, compensation and employee performance programs.</p> <p>HR Executive responsibilities include creating referral programs, updating HR policies and overseeing our hiring processes. To be successful in this role, you should have an extensive background in Human Resources departments and thorough knowledge of labour legislation.</p> <p>Ultimately, you will contribute to strategic decisions for The Salvation Army so that we hire, develop and retain qualified employees.</p>
Job responsibilities	<ul style="list-style-type: none"> • Work with TSA centre/department management to strategically plan HR initiatives that will benefit company and encourage more efficient and beneficial work from employees • Recruit, screen, interview, hire and dismiss employees as necessary, following all HR processes and procedures • Direct all hiring and training procedures for new employees • Organize, maintain and update employee HRIS information as needed • Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive • Advocate the importance of health and safety standards are maintained • Foster cross functional relationships and ensure managers and employees are properly connected • Attend to employee complaints and work to resolve conflicts • Coordinate and process monthly payroll and related administration • Provide consultation and assistance in benefit administration • Promote a positive and open work environment where employees feel comfortable speaking up about issues

	<ul style="list-style-type: none"> • Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks • Understand and adhere to all pertinent labour laws • Render support in programs/events in increasing the public awareness of TSA's work in the community and fund-raising initiatives
Job requirements	<ul style="list-style-type: none"> • Proven work experience as an HR Executive, HR Manager or similar role with 3-5 years relevant experience • Familiarity with Human Resources Management Systems (Oracle HRMS) • Experience with full-cycle recruitment and payroll process • Good knowledge of labour legislation (particularly employment contracts, employee benefits and insurance) • Willing to travel within Malaysia and Singapore • Demonstrate partnership and strong communication skills • Bachelor Degree / Graduate Diploma in Human Resources Management or relevant field • Required language(s): English, Bahasa Malaysia
Working hours	<ul style="list-style-type: none"> • 8.30 am – 5.00 pm Monday to Friday • Flexibility in working schedule is required when necessary

Please email your detailed resume and expected salary to hr_tsa@smm.salvationarmy.org and state the job title in the subject header of the email.

We regret that only shortlisted candidates will be notified.