

## HR Executive

### Responsibilities:

- Compensation and benefit administration.
- Payroll processing and administration.
- Administration of performance management system.
- Ensure compliance to all government statutory requirements.
- Compile data for budgeting and reporting purpose.
- Issue employment letters, process transfers, promotions and resignations.
- Leave and personnel record management.
- Report of new hires and resignations to insurance companies and panel clinics.
- Undertake other special assignments or related duties specified by the management from time to time.

### Requirements:

- Minimum: Diploma holder.
- At least 3 years working experience in payroll.
- Exposure in Quick Pay payroll software application is an added advantage.
- Computer skills in Microsoft Applications.
- Good command of written and spoken English and Bahasa Malaysia.
- Good interpersonal skills, proactive, resourceful, detail oriented and a good team player.
- Willing to work overtime when required.

### Submit CV with expected salary to:

#### **Director of Admin. & People Development POS AD SDN BHD**

509, 5th Floor, Block A, Phileo Damansara 2  
15 Jalan 16/11, 46350 Petaling Jaya  
Selangor Darul Ehsan

Tel : 03-79551100 Fax : 03-79541818

Website: [www.posad.com.my](http://www.posad.com.my)

Email : [hr@posad.com.my](mailto:hr@posad.com.my)