



TENAGA CABLE INDUSTRIES SDN. BHD. 198901012116 (189423-D)
(Anak Syarikat Tenaga Nasional Berhad)

VACANCY

MANAGER – HUMAN RESOURCE (OPERATIONS)

RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none">• Coordinate end-to-end recruitment and hiring processes to fulfil talent needs.• Preparation Board Paper for any rewards required BOD approval as per LOA• Conduct and update Job Analysis and Job Descriptions regularly.• Lead and manage disciplinary procedures and Industrial Relations (IR) matters, including IR court cases.• Plan, coordinate, and evaluate Key Performance Indicators (KPI) for all staff.• Monitor and review performance appraisals in line with company objectives.• Calculate wages, process deductions, verify allowances, and ensure accurate and timely salary payments.• Administer employee compensation and benefit plans, including medical benefits, SOCSO cases, and statutory payments.• Oversee and manage employee insurance (GPA/GTL), including renewals and policy updates.• Handle medical claims and ensure adherence to benefit entitlement.• Drive employee relations and engagement programs.• Lead initiatives like the Best Employee Award and other welfare activities.• Develop and implement HR internal policies aligned with company goals and compliance standards.• Coordinate employee health management programs and workplace safety initiative	<ul style="list-style-type: none">• Bachelor's Degree in Human Resource Management, Business Administration, or a related field.• Minimum 5 years of relevant experience, with at least 3 years in a managerial or supervisory HR role.• Strong knowledge of Malaysian labour laws, statutory requirements, and industrial relations practices.• Proven experience in handling payroll systems, HRIS, and performance management tools.• Excellent communication, leadership, and interpersonal skills.• High level of discretion, professionalism, and integrity.• Strong analytical and problem-solving abilities

Interested candidates please submit your application, latest passport size photo and resume to: - Unit Perancangan dan Perjawatan TENAGA CABLE INDUSTRIES SDN. BHD Lot 2, Jalan P/12, Seksyen 10, Kawasan Perusahaan Bangi, 43650 Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia Tel : 03-89222678 Fax : 03-89255911	or	Email :- > career@tcisb.com.my Closing date : 30 APRIL 2025
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**Only shortlisted candidates will be contacted for interview.*