

JOB VACANCY



**EASTERN PACIFIC INDUSTRIAL CORPORATION BERHAD
POSITION: IR SPECIALIST**

JOB REQUIREMENT

1. Possess at least a recognized Degree in Human Resource Management, Law or equivalent.
2. Preferably possess a Certificate in Executive Degree in Human Resource Management & Industrial Relations or Certificate in Performance Coaching & Counseling.
3. Well versed with Malaysia Labor Law, Employment Act, Industrial Relation Act, Statutory and prevailing human resource practices and legislations.
4. At least 5 to 7 years' proven experience in relevant human resource scope of works especially in performing full spectrum in Employee Relation and Industrial Relation.
5. Practicing lawyer specializing in IR is an added advantage.
6. Possess excellent interpersonal skills with high degree of commitment, responsibility, emotional intelligence and able to interact with people at all level.
7. Must be details-oriented, organized and able to work under pressure and handle multiple tasks with minimum supervision.
8. Possess high degree of professional integrity.

RESPONSIBILITIES

1. Accountable for developing a clear corporate framework for Industrial Relations policies and guidelines for the fair and effective management of employees taking into account operational requirements, employment legislation and best practice.
2. Able to counsel, support and assist in the resolutions of employee relations issues such as grievances, handling poor performance, disputes, work complaints, misconduct or other employee concerns.
3. To investigate, manage and control all the disciplinary and grievance mechanism, as well as conduct and participate in disciplinary process.
4. To provide guidance to management on Industrial Relations policies and procedures; and interprets the employment act and other HR practice to ensure compliance with legal requirement.

5. To provide advice to management on resolving employee/industrial relations matter.
6. To planning and managing employee relations and welfare activities to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
7. To ensure legal and policy compliance for all issues pertaining to employee relations and discipline.
8. To represent the organization on labor dispute to Jabatan Tenaga Kerja, Jabatan Perhubungan Perusahaan etc.