

April 2021

Job Title:	HR & Payroll Consultant
Location:	Kuala Lumpur
Salary:	~ 3,500 RM
Job Description:	<ul style="list-style-type: none"> <li>• Knowledge of HR and payroll software (Info-Tech) will be advantage</li> <li>• Good command of English/Malay (oral and written)</li> <li>• Experiences of seminar/training speaker will be advantage</li> <li>• Experiences of handling with related Ministries such as Immigration and Department of Industrial Relations</li> <li>• Independent and able to multi-task</li> <li>• Well organised, fast and productive</li> <li>• Pleasant personality and good communication skills</li> <li>•</li> </ul>
Job Responsibilities:	<ul style="list-style-type: none"> <li>• Handle the first point of contact for our clients on HR related queries (Payroll, Employment Act regulation, medical reimbursements, outstanding leaves, training schedule, etc.).</li> <li>• Initial setting and operation for HR and payroll software (Info-Tech) for clients</li> <li>• Administer HR for our clients– related documentation, such as Employee Request Form, Interview Feedback Form, contracts of employment, training registration &amp; evaluation, etc.</li> <li>• Handle the matters with relevant Ministries such as Immigration and Department of Industrial Relations</li> <li>• Ensure the relevant HR database is up to date, accurate, and complies with legislation.</li> <li>• Create and update Copamy regulation/Employment handbook for clients</li> </ul>
Career Level:	Junior Executive
Qualification	Bachelor's Degree, Post Graduate Diploma, Professional

	Degree
Years of Experience	Preferrably 2-3 Years experiences
Job Type	Full-Time

Please send your CV to [info@mirai-asia.net](mailto:info@mirai-asia.net)