

JOB VACANCY



HR EXECUTIVE

JOB DESCRIPTION

- Assist in the overall administration of human resource operations.
- Support day-to-day HR tasks.
- Help ensure compliance with company policies and relevant employment laws.
- Maintain proper filing, documentation, and reporting for HR matters.
- Liaise with internal departments and external agencies as required.
- Provide general support to the HR department and management team.

REQUIREMENT

- Bachelor's Degree in Human Resource Management, Business Administration, or a related field.
- At least 2 years of experience in an HR role; healthcare/hospital setting is an added advantage.
- Knowledge of Malaysian labour laws and HR best practices.
- Proficient in Microsoft Office and HR software systems.
- Strong communication, interpersonal, and organizational skills.
- Ability to maintain confidentiality and handle sensitive information professionally.

Email your **resume and education certificate** to career.kts@tdmberhad.com.my

Any inquiry, please contact Human Resource & Administration at **09 637 8888 / 013 984 3025**

