



PERDANA UNIVERSITY

POSITION DESCRIPTION

Job Title : Senior Executive Human Resource
Department/Branch : Human Resource Department

Main Purpose:

To assist in delivering a comprehensive, professional HR service for Perdana University to manage the University HR Operation and Payroll.

Duties and Responsibilities:

1. Payroll Responsibilities.

- a. Manage the processing of data into SAGE payroll system and ensure data integrity.
- b. Manage the processing and reconciliation of monthly payroll administration accurately and in a timely manner.
- c. Preparation of relevant documents to Government authorities eg EPF, SOCO, EIS, HRDF, Income Tax and others.
- d. Keep track of all relevant changes in tax, EPF and social security environment.
- e. Required to record and maintain proper filing of company's panel clinics correspondences, circulars and etc.
- f. Ensure effective management of HR operations including staff overtime payment and, insurance plan, staff leave and staff personal file management.

2. Management of Staff data in employee database.

- a. Create and maintain staff profile in employee database for new hires and re-hires.
- b. Maintain accurate and timely processing of staff data in the database including data on personal details, dependent details, statutory, qualification.
- c. Check to ensure completeness of documentation as per relevant procedures and processes.
- d. Maintain efficient and seamless contract management including timely monitoring an administration of staff confirmation, resignation, contract expiry, retirement.
- e. Ensure effective management of other HR operations including preparation of employee verification letter, personnel file management.

3. High quality HR support and services

- a. Ensure excellent customer service in providing effective and competent advice relevant to the portfolio.
- b. Work collaboratively within the HR department on HR projects and initiatives.

- c. Ensure effective management of staff benefits administration and proper tracking of benefits utilisation.
- d. Ensure efficient and seamless contract management administration from commencement to cessation, including timely issuance of relevant HR letters and communication for purposes of staff confirmation, changes to reporting line, resignation, contract expiry, and retirement.
- e. Undertake effective management of remuneration processes.
- f. Provide high-quality workforce reports to senior management on a periodic basis to support decision making.
- g. Management of staff appraisals and records.
- h. Provide accurate staff data as required for various statutory requirements including SETARA and MYRA.

4. To manage the overall execution of the training needs including training plan, administering HRDF claims, collating training evaluation to ensure effectiveness of training.

- a. Sourcing of suitable trainings for personnel.
- b. Assisting in training registration.
- c. Follow-up and reminders of training.
- d. Updating and maintain training database.
Management of staff appraisals and records.

5. As required, undertake other responsibilities as assigned by the Human Resource Manager.

Requirements:

1. Must hold a Bachelor's degree in Human Resource Management or Business Administration.
2. At least 5 years proven work experience as a Payroll Officer or similar role.
3. Conversant with computerized payroll system.
4. Strong mathematical skills with an ability to spot numerical errors.
5. Good knowledge of labor legislation.
6. Good time-management skills.
7. Ability to handle confidential information.
8. Good analytical and skills and detailed oriented.
9. Good verbal and written communication in both English and Bahasa Malaysia.
10. Must be work independently and take own initiative to complete given task.
11. Good computer skills and proficient in MS Excel.
12. Good interpersonal skills with positive working attitude.
13. Must be a good team player.

This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.

Application Procedure:

- Please forward by email a letter of application clearly outlining your interest in and suitability for the post, a copy of your curriculum vitae and the contact details, including email address of three referees.
- Kindly forward the above details to hrrecruitment@perdanauniversity.edu.my