



Alam Maritim Resources Berhad, a public listed company, is an integrated offshore services provider in the oil and gas industry. In line with our expansion, we are seeking suitably qualified candidate who is highly motivated to join us for the position of:

Position: Human Resources and Administration Manager

Duties and Responsibilities:-

1. To lead and monitor HR function in manpower planning by reviewing the company's manpower requirement by the various department requirement.
2. To lead and carry out complete recruitment and selection process based on the requirement by the other division within the company.
3. To monitor and administer staff salary, reward and recognition, according to the terms and conditions of employment and the statutory requirement.
4. Review and develop compensation & benefits policies and programs to ensure compliance with local labor legislation and competitiveness with market practice and company polices (employee handbook)
5. To monitor the implementation of performance appraisal system.
6. Internalize and support the Company's HSE Philosophy and Policy by strictly complying and implementing the HSE initiatives at all time.
7. To perform any other duties, as and when assigned by Management

Requirements: -

Job-related Experience (years)	:	4 – 5 years' experienced in the position of HRM and handling full spectrum of Human Resources & Administration.
Educational Level	:	Bachelor's Degree in Human Resource Management or equivalent

Interested applicants are invited to submit a comprehensive resume including expected salary, recent passport-sized photo (n.r) and contact number to:

Human Resources and Administration Department

ALAM MARITIM (M) SDN BHD

No 38F, Level 2, Jalan Radin Anum

Bandar Baru Sri Petaling

57000 Kuala Lumpur

Tel : 03 - 9058 2244

Fax : 03 - 9059 6845

email : hr@alam-maritim.com.my

Only shortlisted candidates will be notified.

Closing date : 28th Feb 2023.