



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: Executive Crew Management Department

Duties and Responsibilities: -

1. Formulate and recommend recruitment strategy to meet the manpower requirements for project.
2. Administer all related documentation for recruitment activities.
3. Received and collate information for personnel's salary processing.
4. To update all personnel registers/records and are properly filed at all the times.
5. Compute and process payments and deductions for advances and final salary.
6. To administer the performance appraisal of project personnel from time to time including monitoring, distribution and compilation all information and other related activities.
7. Perform other related duties incidental to the work described herein.
8. Internalize and support the Company's HSE Philosophy and Policy by strictly complying and implementing the HSE initiatives at all time.

Requirements: -

1. Bachelor Degree Human Resources, Maritime Management, Business Management or equivalent.
2. Minimum 1 year experience in the position apply (preferably in Oil and Gas Industry)
3. Able to work under deadline and minimum supervision.
4. Good in English – Writing/ Conversation and Reading
5. Have a good personal characteristic, committed to the job and responsibility.

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

Closing Date : 31st March 2023

Only shortlisted candidates will be notified.