



**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 Human Resources and Administration**

**Duties and Responsibilities: -**

1. To assist on execute Training Need Analysis process for the staff in line with training requirement / plan.
2. Liaise with HOD to identify training needs and develop comprehensive training programs for all staff.
3. Coordinate logistics for the training sessions, including scheduling, venue selection, and catering arrangements.
4. Manage training budgets and expenses, ensuring cost-effectiveness and adherence to company budget and HRDF fund availability.
5. Monitor program effectiveness and gather feedback for continuous improvement.
6. To communicate program details, expectations, and requirements to participants in a clear and timely manner.
7. Coordinate with internal and external trainers to schedule sessions and ensure availability of training resources.
8. To develop assessment tools and mechanisms to evaluate the effectiveness of executive training programs.
9. Proactively identify areas for improvement in training content, delivery methods, and participant engagement.
10. To assist execution of staff performance staff system in line with company business required.
11. Support ad-hoc project of the department.
12. Internalize and support the Company's HSE Philosophy and Policy by strictly complying and implementing the HSE initiatives at all time.
13. Internalize and support the Company's IMS philosophy and policy by strictly complying and implementing the IMS initiatives at all times.
14. Internalize and support the Company's quality philosophy and policy by strictly complying and implementing quality initiatives at all times.
15. Perform any other task on specified herewith as required / instructed by superior and management.

**Requirements: -**

1. Diploma / Bachelor Degree Human Resources, Maritime Management, Business Management or equivalent.
2. Minimum 1 year experience in the position applied (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**

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Tel : 03 - 9058 2244

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email : [hr@alam-maritim.com.my](mailto:hr@alam-maritim.com.my)

Closing Date : 29<sup>th</sup> February 2024

Only shortlisted candidates will be notified.