

## **Regional HR Business Partner & Admin - Kuala Lumpur**

### **Role Overview**

As a Regional HR Business Partner & Admin, you will provide HR advice and support to various department heads and their teams across multiple regions, including Malaysia, ANZ and any other regions. You will handle a broad spectrum of HR functions and administrative tasks, ensuring the seamless operation of HR activities within the regions. This role also includes interaction with the SSC in China, necessitating proficiency in Mandarin.

### **Responsibilities & Duties**

#### **HR Business Partnering:**

- Drive the People Agenda and manage HR functions such as Talent Management, Talent Acquisition, Performance Management, Employee Relations & Disputes, Succession Planning, Learning & Development, and Reward & Benefits.
- Provide HR advisory and partner closely with line managers to deliver HR solutions for Malaysia and ANZ.
- Act as a change activist, driving change and transformation initiatives.
- Build strong working relationships with internal clients and understand their goals.
- Coach and develop managers/team leaders to enhance their effectiveness.
- Stay abreast of employment legislation and provide guidance on employee relations issues, benefits, recruitment, and termination laws.
- Participate in the year-end performance review process, including managing performance ratings, salary reviews, and promotions.
- Manage the process of obtaining and renewing relevant employment passes and work permits.
- Drive regional HR projects

### **Administrative Responsibilities:**

- Oversee regional HRBP/Admin responsibilities for Procurement, HR data maintenance in SAP, L&D tracking, and vacation provision for Singapore, Malaysia, and ANZ.
- Manage regional reporting, including FTE, vacation, and workforce planning for JAPAC.
- Drive HR Shared Services operations to ensure efficient execution of HR activities.
- Work closely with the Shared Services team to deliver seamless service.
- Handle other HR and admin activities that need not be done in Singapore.
- Perform corporate secretarial activities, including ensuring timely completion of board resolutions and statutory filings.
- Maintain office operations, negotiate lease renewals, oversee repairs, and manage company equipment.
- This is a hands-on role; you are expected to roll up your sleeves and handle data maintenance tasks.
- Handle all JAPAC Procurement in line with SNP procurement policy, including issuing of PO.

### **Requirements & Personal Attributes**

- A degree/diploma in HR, Psychology, or a related discipline.
- 5 years of relevant HR Business Partnering experience.
- Proficient in Mandarin (spoken and written).
- Proficient in Excel, including pivot tables and macros.
- Strong business acumen and cultural awareness.
- Excellent communication and interpersonal skills.
- SAP work platform knowledge, Software expertise i.e. SAP, MS Office etc.? ( we are on the SAP platform)



- Must be hands-on and demonstrate can-do attitude
- Able to work autonomously, hands-on, meet tight deadlines, and manage various demands.
- Strong team player with a collaborative approach.

**How to Apply:**

Interested candidates are invited to submit their application, including a resume and a cover letter detailing relevant experience and achievements. Please send your application to [Applications.japac@snpgroup.com](mailto:Applications.japac@snpgroup.com).