

HR & Admin Executive

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Company: Agensi Pekerjaan BTC Sdn Bhd

Location: Kuala Lumpur

Category: other-general

Open Position:HR & Admin Executive Key responsibilities: Provide HR and Administrative support daily Process monthly payroll and employees expenses claims Administer all relevant paperwork for employees including employment contracts, onboarding and exit clearance Prepare employment contract, promotion letter, bonus letter and etc Liaise with departments for staff welfare and office administration Manage employee P-file and data maintenance Any other ad-hoc duties required. Qualification & Requirements: Diploma in HR or equivalent 23 years of hands on working experience in the HR field

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5+ years

HR and Admin, Order, Management, Administrator, HR, Human Resources, HRBP, Sales Manager, Sales, Buyer, Purchasing, Sales, Semiconductor

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