

HUMAN RESOURCE EXECUTIVE

JOB DETAILS

Company Name	Global Line Network Sdn Bhd
Position	HR EXECUTIVE
Location	Bangsar, Kuala Lumpur
Expected Salary	3500
Submit Application	ezzafazrina.jurnain@globalline.my
Closing Date	-
Advertisement	https://globalline.my/

JOB DESCRIPTION:

Global Line Network (GLN) is a leading tech company specializing in scalable mobile applications and comprehensive systems for diverse industries. We are seeking a talented HR Executive to join our dynamic team.

What's In It For You:

- Flexible hybrid working arrangement with adaptable hours to suit your productivity schedule
- Performance bonus based on code quality, delivery milestones and project success
- Comprehensive medical benefits including dental, optical coverage, and annual health screening
- Monthly recreational sports subsidy to support your wellness and work-life balance
- Daily refreshments and snacks provided in office plus monthly transport allowance

What You'll Do:

- Assist in the daily HR operations and administration across the full spectrum of HR functions, including recruitment & selection, payroll processing (local staff), compensation & benefits, leave & attendance management, staff movement, and employee records.
- Assist in handling documentation related to foreign staff (e.g. visa application or renewal), where applicable.
- Ensure all employee and candidate documents are properly collected, recorded, and filed.
- Support the coordination of annual KPIs and performance appraisal exercises.
- Assist in maintaining accurate HR records and HR databases.
- Promote a positive and professional working environment.

- Carry out HR-related administrative duties and other ad-hoc tasks as assigned by Management or the Senior HR Executive.

REQUIREMENTS:

- Candidate must possess at least bachelor's degree in business studies or administration or management, Human Resource Management, or equivalent.
- At least 1-2 year of working experience in Human Resources role.
- Fresh graduates are welcome.
- Proficient in Microsoft Word, PowerPoint and Excel.
- Proficient in English and Bahasa Malaysia, both written and verbal.

Good to Have:

- Knowledge of SQL payroll software is an advantage.
- Willingness to learn a new thing.
- High Adaptability in organization.
- Good attitude and self-starter.