

## **Job Position: Malaysia Office & HR Manager**

The High Carbon Stock Approach Steering Group (HCSA SG) is a global multistakeholder organisation with core mission to halt deforestation resulting from commodity production. HCSA is a tool that identifies and conserves natural forest from degraded lands in tropical landscapes, amplifying the role of forest conservation as a solution to climate change, while at the same time supporting biodiversity conservation, community rights and benefits, and responsible development.

The HCSA Steering Group is supported by HCSA Secretariat with registered office in Singapore and main office in Kuala Lumpur. We have colleagues based remotely as part of our global virtual teams. We are looking for a passionate individual to support this work and help us professionalise our admin support.

You will be responsible as the **Office & HR Manager of HCSA SG** and the job scope is likely to be evolving on an ongoing basis, but will include some or more of the following tasks:

### **Job Description:**

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following tasks:

#### **1. Human Resource Management**

- Manage day to day administrative and operational activities of the company including employee relations and payroll, compensation & benefits, recruitment, training and development and performance management. It includes the following, but not limited to:
  - i. Understanding the laws relating to employment and providing advice to employees and the company. Making sure equal opportunities legislation is followed during recruitment, understanding the laws about unfair dismissal, and providing advice to employees regarding maternity leave, harassment, and work-related benefits.
  - ii. Overseeing the entire recruitment process, from finding potential candidates to recruiting new employees: writing job descriptions, advertising for staff, analysing applications, holding interviews and assessments, helping select candidates and issuing contracts with consultation with HCSA ED.
  - iii. Organising induction programmes for new employees with HCSA ED.
  - iv. Support HCSA Malaysia Team manager and ED to coordinate and/or organising internal training sessions to employees. (e.g. Identify training needs for employees based on discussion with HCSA ED and management team).
  - v. Assist management team with setting staff performance objectives and conducting annual staff performance reviews.
  - vi. To ensure the HR related policies and procedures are enforced and implemented accordingly.
  - vii. Keeping personnel records up to date and update daily attendance record.
  - viii. Perform other ad-hoc tasks pertaining to HR and Administrative duties as and when required.

#### **2. Office and Facilities Administrative Management**

- Initial contact person for enquires, screening and telephone calls in the office. To ensure effective telephone and mail communications both internally and externally to maintain a professional image.

- Oversea overall company administration operation including despatch, office supplies, cleanliness, facilities, and security.
- Oversee the general HCSA email box - initial contact for all enquires received through the general HCSA email and to coordinate responses needed.
- Coordinate inputs and maintain calendar dating HCSA meetings, internal and external events and staff leave calendars
- Assist with logistic arrangements for HCSA SG meetings and events

### **3. Microsoft Office and other software management**

- Liaise with HCSA Finance Manager to manage Microsoft Office and other software subscriptions and billing.
- Create new Microsoft Office user account for new employee.
- Assist team members in getting technical support for any issue with the Microsoft Office apps.
- Ensure good password management.
- Liaise with HCSA Administrative Officer to manage staff access to the HCSA SharePoint sites.

### **4. HCSA Legal Entity Management**

- Liaise with company secretary in Singapore and Malaysia to ensure compliance to legal requirements such as arrangement for annual general meetings, registration of directors and shareholders, written resolutions, and others.
- To ensure the filling of various documents/returns are completed within the timeline provided by the company secretary.
- To assist the HCSA ED to coordinate any other legal matters as needed.
- To support HCSA contract management and documentation management.

#### **Education and/or experience required:**

- A Bachelor's Degree in Human Resource Management or equivalent is preferable.
- At least 5 years of experience in HR and administrative role in Malaysia.
- Strong knowledgeable of Malaysia Employment Act, Industrial Relations Act, and other relevant legal requirements.
- Experience working in multistakeholder setting is a plus
- Knowledge of office management systems and procedures

#### **Other Requirements:**

- Excellent interpersonal skills such as empathy, sensitivity, and discretion
- The ability to get on with a range of people and work well in a team
- Strong organisational skills with the ability to multi-task
- Excellent time management skills and the ability to prioritise work
- Good interpersonal and time management skills.
- Good command in spoken and written English (proficiency in Bahasa Malaysia/Indonesia is a plus)
- Proficiency in MS Office (MS Excel, MS PowerPoint, and MS Teams, in particular)
- An interest in tropical forest conservation, local communities' rights and livelihoods and responsible land use management is a plus.

#### *We hope to get a colleague who is:*

- **Flexible:** You will be working closely with partners across the world, so it may be necessary to accommodate time zone differences.
- **Adaptable:** Job priorities and requirements may change and require you to learn new software skills or familiarise yourself with new topics outside your field of expertise.

- **Meticulous:** The quality of our work is essential, and we expect each team member to take responsibility for outputs.

*What we offer:*

- A friendly and collaborative working culture as part of a diverse and energetic team based in KL
- Flexible hours and partial home working on agreement
- A competitive salary and health insurance allowance
- Opportunity to grow and expand the role

HCSA values diversity and will welcome the most suitable applicant regardless of race, gender, religion and beliefs, sexual orientation, or disability. However, due to immigration restrictions, we are only able to employ Malaysian nationals.