

Career Opportunities



HR OFFICER (Selangor - Shah Alam)

Responsibilities:

- Assist in developing HR strategy by reviewing existing policies, procedures and practices.
- To process payroll and claims.
- To handle recruitment activities.
- To ensure employees database is always updated.
- Organise and support employee welfare.
- Ensure appropriate trainings for all employees.

Requirements:

- Min Diploma holders.
- Proficient with Microsoft Office application.
- Min 2 years working experience as a HR generalist.
- Able to handle payroll by using Quick Pay system.
- Pleasant and helpful personality.

Interested applicants are invited to submit application letter along with your CV, current & expected salary and passport size photograph (nr) to:

Write-in:

KELINGTON TECHNOLOGIES SDN BHD
3 Jalan Astaka U8/83 Seksyen U8
Bukit Jelutong Industrial Park
40150 Shah Alam
Selangor Darul Ehsan

Email:

KE.HR@kelington-group.com