

BOEING COMPOSITES MALAYSIA

Human Resource Executive

We are looking for a proactive and organized Human Resource Executive to join our team and support the daily HR administrative operations. This role plays an important part in ensuring smooth HR administration while supporting employee engagement and workplace efficiency

Responsibilities:

- Manage HR administrative support functions including employee facilities, resources, and related administrative matters
- Coordinate and monitor outsourced service providers
- Monitor 5S standards and escalate maintenance or repair requirements when necessary.
- Manage incoming and outgoing company mail.
- Handle stationery procurement and monitor departmental usage.
- Coordinate office seating arrangements and workspace planning.
- Act as the focal point for general waste and rubbish collection.
- Administer employee leave processes in accordance with company policies
- Maintain accurate administrative, records, documentation and filing systems.
- Ensure compliance with company safety and health policies.
- Conduct induction and orientation programs for new employees.
- Manage administration monthly budget.
- Renew government licenses
- Support corporate social responsibility (CSR) activities and employee welfare initiatives.
- Participate in company events, employee engagement activities, and internal programs

Requirements:

- Bachelor's Degree in Human Resource Management, Business Administration, or related field
- Minimum 2–4 years of of experience in HR or office administration
- Experience in administrative coordination, office management, planning, and organizational skills is required
- Good interpersonal and communication skills
- Able to manage multiple tasks in a fast-paced environment
- Proficient in Microsoft Office application (e.g. Word, Excel, PowerPoint) and experience using the BOSS system is added advantage
- Ability to work independent while maintaining professionalism and confidentiality

This vacancy is open to all BCM employees. Those who wish to apply and have the relevant pre-requisites are required to submit the application through your immediate superiors, using Form 2200-4 and attach it with the latest resume. The complete Application Form should reach Human Resource Department no later than **19 March 2026**