BOEING COMPOSITES MALAYSIA

Human Resource Executive (IR/ER)

Responsibilities:

- Manage and maintain positive industrial relations between the Company and employees, ensuring compliance with Malaysian labor laws and regulations
- Manage day-to-day Industrial Relations (IR) and Employee Relations (ER) matters including employee grievances, disciplinary cases and conflict resolutions in a fair and timely manner
- Provide advisory support to management on IR/ER risks, disciplinary actions, compliance with company policies and legal requirements, and dispute resolution strategies
- Act as the focal point for the Joint Consultative Committee (JCC), coordinating meetings and facilitating communication between management and employee representatives
- Act as a liaison between management and employees to promote open communication and harmonious work environment
- Maintain accurate records of employee relations cases, disciplinary actions and other relevant documentation
- Conduct investigations and manage disciplinary process related to employee misconduct or workplace issues
- Review and update IR/ ER-related SOPs to ensure alignment with legal requirements and company standards
- Conduct employee induction sessions covering company policies, Code of Conduct, and IR matters
- Liaise with external stakeholders such as Labor Office, Industrial Relation, trade unions, and regulatory authorities when required

Requirements:

- Bachelor's Degree in Human Resource Management, Industrial Relations, Business Administration, Law or related field
- Minimum 3-5 years of experience in Industrial Relations / Employee Relations
- Proven experience handling disciplinary cases, domestic inquiries, and workplace investigations
- Strong understanding of Malaysian Labour Laws and IR/ ER practices
- Experience in union liaison or dealing with trade union is required
- Excellent communication, documentation, and stakeholder management skills
- Ability to handle sensitive matters with discretion, professionalism, and confidentiality

Kindly contact or send your resume to the below address:

Human Resources Department
Boeing Composites Malaysia (411595-X)
Lot 224, Kawasan Perindustrian Bukit Kayu Hitam
06050 Bukit Kayu Hitam, Kedah Darul Aman.
Tel: 04-922 2777 / 04-9217732
Email: jobs@boeingcomposites.my