

Our strong belief:  
**CHARACTER** as important as skills

*We are the region's largest integrated education service provider, comprising of 33 kindergartens, 4 private schools, an International school and a college of higher learning. We have more than 800 staff and teachers, plus a student population of over 9000.*

*We believe that CHARACTER ENSURES SUCCESS – and we invite like minded candidates to join us.*

## **HUMAN RESOURCE EXECUTIVE (SUBANG JAYA)**

### Job description

- Provide support for overall Human Resource functions, especially in recruitment and training.
- For recruitment: sourcing, screening of resumes, arrangement of interviews, in-bound and out-bound recruitment, participation in job fairs, etc.
- To liaise with relevant government bodies such as HRDF, Income Tax, KWSP, SOSCO, etc.
- To maintain staff's personal records and keep the data updated from time to time.
- Responsible to ensure that all related Human Resource policies and procedures are properly followed and implemented.
- To handle employee relation issues and disciplinary issues.

### Job requirements

- Posses "F.A.T.E" Characters – Faithful, Availability, Teachable (Obedience), Endurance.
- Diploma / Degree in Human Resource Management, or equivalent.
- Good command of English, Chinese & Bahasa Malaysia.
- Creative in staff recruitment and passionate for Training delivery.
- Able to work independently and assertive.

Interested candidates are invited to apply online or email your detailed resume and photograph to:



### **R.E.A.L EDUCATION GROUP SDN BHD**

*(formerly known as Education Ventures Sdn Bhd)*

2-6 Jalan SS19/1G,

47500 Subang Jaya, Selangor.

Recruitment Hotline: 603-5621 7201

Email: [recruit@real.edu.my](mailto:recruit@real.edu.my)

Closing Date: 31st December 2008